

Service Clerk Cover Letter

17936 Gusikowski LakesConnellyville, SC 18349-6465

Dear Robin Bauch,

I submit this application to express my sincere interest in the service clerk position.

In my previous role, I was responsible for data about the health and cost of supporting existing products, to drive better decision making within Products leadership.

Please consider my experience and qualifications for this position:

- Knowledge of commonly used concepts, practices and procedures as it pertains to customer service role
- Excellent communicator experienced in contact handling skills and active listening
- Proven customer service skills preferred
- Have appropriate eye, hand and foot coordination to properly use various equipment and/or tools
- Data entry/keyboarding skills and experience in a fast-paced environment
- Maintains excellent customer service while managing multiple tasks with interruptions
- Proficient with Microsoft Office Products including including Excel, Word, Teams, and Outlook
- Working knowledge of database software or computerized maintenance management systems (CMMS) such as TMA, School Dude, or Maximo is preferred

Thank you for your time and consideration.

Sincerely,

Emerson Christiansen