

# Service Director Cover Letter

111 Tilda Tunnel East Lemuelville, TX 98425

**Dear River Rohan,**

In response to your job posting for service director, I am including this letter and my resume for your review.

In the previous role, I was responsible for leadership, direction and guidance to ASI management and staff members Advise ASI on program, facilities and fiscal matters, including compliance with ASI, campus and CSU policies and procedures as well as applicable state and federal regulations.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Service delivery using virtual / leveraged / dedicated and hybrid service teams
- Fluent in English preferably in a second or third language (German and/or French)
- Understands and can apply technical and operational cybersecurity, privacy and/or IT risk domains, and/or standard industry practices relating to these areas, in order to assist clients with assessing their posture and improving their program
- Understands and applies common cybersecurity, privacy or technology industry standards
- Using computer hardware and software to generate reports, access, and communicate Seed Consultants information and complete administrative duties
- Highly Advanced Account Management / Client Services
- Proven track record in Account Management as it related to revenue growth and retention
- Good verbal and interpersonal communication

**Thank you in advance for reviewing my candidacy for this position.**

