

Service & Support Representative Cover Letter

287 Feil Prairie Alanmouth, AR 34014-5140

Dear Tyler Hauck,

I am excited to be applying for the position of service & support representative. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for excellent customer service and service recovery to include handling complaint/error situations that result in customer satisfaction.

My experience is an excellent fit for the list of requirements in this job:

- Some college or tech school preferred
- Property management experience is highly preferred (ie
- Knowledge and understanding of social media sites and search engine optimization
- General knowledge of SEO and SEM practices
- Positive attitude about providing excellent customer service and sales support
- Working knowledge of Windows 8/10 and Microsoft Office Suites programs
- Demonstrated commitment to the businesses key performance indicators and exceptional customer service
- Experience with Windows Operating System configuration settings and tools

Thank you for your time and consideration.

Sincerely,

Dallas Ritchie