

Service & Support Representative Cover Letter

965 Genevieve Island South Robertstad, ND 39831

Dear Landry Beatty,

I would like to submit my application for the service & support representative opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for accurate information to the customer, anticipating future concerns and communicating next steps in the process effectively.

Please consider my experience and qualifications for this position:

- Expert in Microsoft office (Word, Excel, PowerPoint)
- Assist in the administration of the Corporate Compliance plan
- Process daily Itemized Bill, ROI, HH, ADR, and Manual Scanning when scheduled
- Comply with all HIPPA requirements
- Sort mail, prep patient and insurance correspondence and scan to queue
- PC applications in a Windows environment, minimum with MS Word and Excel preferred
- Bachelor of Accounting or Business (Accounting) is mandatory
- Confirmed commitment to quality and customer service

Thank you for your time and consideration.

Sincerely,

Tyler Runolfsdottir