

Service & Support Representative Cover Letter

98490 Hickle Causeway West Joellaborough, NJ 54756-0108

Dear Emerson Schuster,

I submit this application to express my sincere interest in the service & support representative position.

Previously, I was responsible for excellent customer service by ensuring that support services are delivered to meet business partner needs and expectations.

Please consider my experience and qualifications for this position:

- Proficient in Windows environment, including advanced skills in Microsoft Word, Excel and PowerPoint
- Detail-oriented, quality conscious, with excellent organizational and time management skills
- Courteous, tactful, with strong written and oral communication
- Able to manage multiple and continually changing priorities with demanding deadlines
- Experience in an ISO or Total Quality Environment
- Training or Seminars in Customer Service Skills
- Experience with SAP operating software systems
- Internet literate

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Gray Gulgowski