

# Support Center Representative Cover Letter

71471 Marcellus BranchNew Blake, AZ 40258

**Dear Royal McClure,**

In response to your job posting for support center representative, I am including this letter and my resume for your review.

In my previous role, I was responsible for customer support services to all computer users including staff and students, including installation, configuration, troubleshooting, customer assistance, domain account maintenance, network and system center configuration manager connections, hardware and software, office suite utilization, and user training on workstations and other peripheral devices.

Please consider my experience and qualifications for this position:

- Prefer previous call center experience
- Knowledge of or experience with Jack Henry products and services
- Proficient data entry and or typing skills
- Experience with multi-line phones
- Preferred background is HR Assistant, Jr HR Generalist
- Benefits administration background
- Phone and computer based work
- Microsoft Office Suite proficiency (40 to 45 wpm)

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

Sincerely,

Drew Reilly