

Team Lead-Customer Service Cover Letter

8276 Walsh GlenNorth Lucio, CT 54087-1403

Dear Alexis Kiehn,

I submit this application to express my sincere interest in the team lead-customer service position.

In my previous role, I was responsible for leadership in terms of personnel training, as it relates to Measurement Canada's specifications and implemented quality management processes.

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:

- Sound working knowledge of Microsoft Office suite
- Knowledge of Order Management systems would be advantageous
- Able to do all that a CSR does to a higher excellence level of performance
- Able to communicate verbally and written, clearly and accurately
- Exhibit effective interaction with inter/intra departmental personnel
- Support management decisions / change agents
- Participate in ongoing advanced technical training
- Acquire Property Casualty license within 9 months

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

Sincerely,

Emerson Carter