

# Trade Coordinator Cover Letter

26486 Hartmann Lane North Clayton, IL 23093-6369

**Dear Tyler Wehner,**

I am excited to be applying for the position of trade coordinator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for regulatory interpretation and guidance in the following areas: Import/Export Control Classification, Export Documentation, Tariff Classification, Duty Drawback and Recordkeeping.

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

- Efficient and persuasive communication
- Microsoft Office applications (Outlook, Word, Excel)
- Understanding of local rules and regulations (customs, tax, SAFE, MOA and
- A high level of computer literacy, especially MS-Office
- BS/BA Business Administration
- Communicate and build effective relationships within the different functional departments (Sales, Business Insights, Finance, Brand Marketing, Senior Executive level, Operations and Supply chain, Distribution & Warehousing)
- Problem Solver, Team Player that works well with limited supervision
- Takes initiative to bring forward ideas on better workflow an asset

**I really appreciate you taking the time to review my application for the position of trade coordinator.**

Sincerely,

Azariah Mann