

Trade Coordinator Cover Letter

44593 Stoltenberg PortKshlerinmouth, SC 86271

Dear Bellamy Effertz,

I submit this application to express my sincere interest in the trade coordinator position.

In the previous role, I was responsible for regulatory interpretation and guidance in the following areas: Import/Export Control Classification, Export Documentation, Tariff Classification, Duty Drawback, C-TPAT, ISA and Recordkeeping.

Please consider my experience and qualifications for this position:

- Problem solving, decision making, and analytical mindset
- Tact, diplomacy, and professionalism in dealing with all individuals regardless of level within the organization and adapting communication styles as appropriate
- Advanced in Microsoft Office suite, especially in Excel and PowerPoint
- Experience in preparing and presenting training
- Fluency in English & Greek
- Understanding of Duty Drawback and Import regulations
- Experience with HTS Classification and General Rules of Interpretation (GRI)
- Proficient in the use of Microsoft Office products including Access

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

Sincerely,

Emerson Goodwin