

# Trade Coordinator Cover Letter

9741 Jacobs AlleyGrahamberg, AR 22892

**Dear Quinn McLaughlin,**

Please consider me for the trade coordinator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for guidance and oversight for import, export and global trade compliance matters to all FARO sites and markets around the world.

Please consider my experience and qualifications for this position:

- Customs Broker License and/or Certified Customs Specialist
- Experience with Global Trade Management IT systems
- Communicate and build effective relationships within the different functional departments (finance Pricing Desk, operations Planner, sales all levels, supply chain Distribution & Warehousing
- Works well under limited supervision
- Initiative to bring forward ideas on better workflow an asset
- Effective, team player, dedicated and able to work in fast- paced environment
- Process oriented with a tireless focus on quality output
- Goal oriented, entrepreneurial mind-set

**Thank you for considering me to become a member of your team.**

Sincerely,

Ryan O'Connell