

Trade Coordinator Cover Letter

7015 Morissette Ferry New Chuckmouth, NV 29517

Dear Sam Homenick,

In response to your job posting for trade coordinator, I am including this letter and my resume for your review.

In the previous role, I was responsible for guidance and oversight for import, export and global trade compliance matters to all Eastman sites and markets around the world.

Please consider my experience and qualifications for this position:

- Understanding of GOVT policies, Customs, quarantine, tax, SAFE, MOA
- Computer proficiency – Analytical tools, MS Office (word/excel/Power Point)
- Knowledge of UCPDC/LCs/GAFTA/FOSFA/RSA/INCOTERMS
- Construction and window knowledge is desirable
- Bilingual in English and French - both verbal and written
- General financial acumen preferred
- Strong analytical skills & keen acumen with numbers
- Extremely service-oriented, resourceful and self-motivated

Thank you for taking your time to review my application.

Sincerely,

Brooklyn Leffler