

Warranty Clerk Cover Letter

500 Jung Lane South Willian, NM 97271

Dear Tatum Reichel,

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

Previously, I was responsible for technical assistance to customer base in the areas of product servicing, repair, fabrication, product specification and limitations, installation, building codes and warranty coverage.

Please consider my qualifications and experience:

- Strong Microsoft Excel Aptitude
- Knowledge of heavy duty truck mechanics helpful
- Able to work within a group and transition between responsibilities given
- Willingness to learn many different components of a RV
- Interpret technician reports for repair order completion
- Collate sublet invoices with purchase orders for the administration department
- Process warranty claims and reconcile claim files
- Ensure the daily warranty and retail costing and processing KPI targets are achieved

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Landry Gutkowski