

# Warranty Clerk Cover Letter

775 Thanh GreenWest Chere, OK 30918-4795

**Dear Baylor Bins,**

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 useful analysis of warranty and aftermarket claims data to drive continuous improvement activities in manufacturing and supplier quality.

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

- Serve as a main point of contact for wholesalers and other American brand distributors for all warranty credit issues
- Review claims for warranty covered products, submit documentation, and prepare fulfillment requests in a timely manner to keep current to date status
- Maintain process documentation and train new or temporary department employees in related roles
- Handle calls to the warranty credit hotline and assist sales representatives with escalated calls
- Ensure documentation is complete and verify criteria using a warranty checklist
- Process distributor whole unit, parts, and labor claims for warranty credit
- May supervise and/or coordinate work activities of a small team of representatives and report issues within the department to the supervisor
- May train new/temporary employees in related roles

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

Sincerely,

Indigo Romaguera