

Warranty Clerk Cover Letter

2599 Reinger RouteNew Kelvindhaven, OK 95287

Dear Azariah Robel,

I would like to submit my application for the warranty clerk opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for status and transparency on warranty activities, key issues and develop work around; Field Data Analysis, reporting and feedback.

Please consider my qualifications and experience:

- Segregate dirty cores by vendor
- Prepare daily parts cycle counts
- Process Warranty Claims submitted by our dealer base
- Answer questions regarding claims via phone/email
- Record retention and reporting
- Miscellaneous office duties
- Inspects and evaluates frames in an accurate and timely manner
- Assists with training of new distribution associate

Thank you for taking your time to review my application.

Sincerely,

Reese Dooley