

Warranty Clerk Cover Letter

21442 Stiedemann Spur Marcustown, CA 22594-6947

Dear Finley Douglas,

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

In the previous role, I was responsible for input and support for all warranty and related activities for monthly and quarterly analysis and reporting.

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

- Experience performing diversified duties with shipping and distribution
- Excellent computer skills, demonstrated knowledge of MS Office applications, Excel, Word, AS400, SAP
- Certified "Great Place to Work®" organization
- Recognition rewards and discount program
- Work experience as a Service Advisor, Warranty Clerk or Technical background in the motor industry
- Matric or N3 qualification
- MS Office (Excel, Outlook)
- DMS experience (Automate, Evolve, ADP/kerridge) will be an advantage

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

Sincerely,

Greer Ledner