

Warranty Clerk Cover Letter

7228 Cedrick Trafficway West Kristleton, TN 81850-1766

Dear Royal Graham,

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

Previously, I was responsible for scheduled and ad hoc warranty reports to immediate supervisors and the terminal tractor product line.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- A very strong technical and administrative background
- Proficient with Microsoft office applications, SAP
- Prepare and send correspondence to customers relating to a denial of a credit or request additional information before a credit can be determined
- Enters Replenishment Orders (RPL's) into BaaN
- Prepare Excel spreadsheets and pivot tables for reporting
- Issue approved inspection return receipt to over counter customer so cashier can issue credit
- Inspect, approve, and sign core return receipts turned in by drivers for proper crediting
- Return cores to other branches that carry their own core bank

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

Sincerely,

Briar Kerluke