April 22, 2019

Tella M. Haberstroh

177 Forest Napavine Rd E

Chehalis, WA 98532

RE: Braun Northwest; Service Writer Position

To Whom It May Concern,

In response to the position available within Braun Northwest, Service Writer, attached you will find my resume for your review. Please consider this letter as my formal application presenting my background, experience. I am actively seeking to secure long-term/permanent employment with advancement opportunities.

Having over 15 years of considerable experience in customer service, I also bring a broad knowledge of time management, inventory control, accounts payable, accounts receivable, document management, shipping/receiving support and office assistance skills with the ability to effectively communicate in a professional manner in any given situation. In addition, I possess extensive experience working with the public and being resourceful, all while having the ability to multi task and prioritize. Being an energetic, personable, and service oriented individual, I would consider these to be some of my strongest qualities. I feel confident in applying my previous experience and using it as a positive asset towards this position within Braun Northwest. Furthermore, I do have references available to include but not limited to, Cascade Hardwood Group Plant Manager, Dennis Bean, Financial Controller, Jonelle Chapman, Prior Financial Controller, Kelly Atkinson, and more.

I am looking forward to the opportunity to meet with you and discuss how my qualifications will be beneficial to Braun Northwest.

Thank you in advance for your time and consideration.

Sincerely,

Tella M. Haberstroh