

Jeff Symons

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Dear Sir or Madam,

Over the years, I have seen many examples of great leadership. What separates me from the rest is a higher level of contribution toward the organization's most important goals. Are you looking for a person who can motivate a team to not only meet but also exceed all goals? If so, I am the person who can deliver.

As you will note on the enclosed resume, my expertise covers a wide area of responsibilities. I am a hardworking, ambitious leader and motivator in both group and individual settings. My ability to work under pressure has been proven from the battle field to the work place, from grenade training to Microsoft Office.

- Over 10 years of Customer Service Experience.
 - Several Customer Service Awards.
 - Every Job I have ever had I have received several customer/client kudos.
 - #1 in sales individually.
 - My team was also #1 in Sales.
 - Able to fix things over the phone, thus having very good verbal skills.
 - Military Trained in Honor, Duty, Honesty, and Perseverance.
 - Finish things on-time and right the first time.
 - I received a Perfect score from secret shopper.
 - Upbeat can do attitude.
- Able to program in:
- HTML
 - XML
 - Javascript
 - jQuery
 - PHP
 - CSS
 - SQL
 - Visual Basic

These accomplishments demonstrate what I have done in the past for other employers and can do in the future for you. At your convenience, I would like to meet with you and explore the possibility of utilizing my experience and knowledge to benefit you and your company. I will call later this week to see if we can arrange an appointment. Thank you for your time and consideration.

If you have questions, please call me at (425) 346-9952. I look forward to hearing from you soon.

Sincerely,

Jeff Symons

Work History

Employer	Dates
Comcast	Jul 2008 – Feb 2010
Coca – Cola Enterprises	Feb 2007 – Jun 2008

Education History

School	Dates	Location
Edmonds Community College	2012 – Present	Edmonds, WA
Henry M. Jackson High School	1996 – 2000	Mill Creek, WA

Military History

Branch	Dates
US Army / 31B Military Police	02/16/2002 – 08/12/2005

References: Available upon request.