**Jenny Austin  
Order Processor**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to express my interest in the Order Processor position with [Company Name]. With more than four years of experience in an order processing environment, I am confident that my skills and background make me a great fit for this role.

In my current position as an Order Processor at [Company Name], I am responsible for accepting, verifying, and processing orders from customers. I also review orders for accuracy and examine them for discounts, shipping charges, and other related costs. I have experience using a variety of software applications, including order processing and inventory control systems, to ensure accuracy and efficiency. Additionally, I have excellent customer service and communication skills, having interacted with customers on the phone and in person.

In my previous roles, I have gained a strong understanding of how to effectively manage workflow, prioritize tasks, and deliver timely results. I am highly organized and enjoy finding innovative ways to streamline processes. My attention to detail and problem- solving skills make me well- equipped to handle multiple tasks with varying complexity.

I am confident that I can be an asset to [Company Name] in the role of Order Processor. I look forward to discussing the details of this position and my qualifications with you in person. Thank you for your time and consideration.

Sincerely,

**Your Name**

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