Klaus Schneider May 17, 2015

Logistics Manager

Megadyne Kft

Mag utca 3.

1214 Budapest

HUNGARY

Dear Mr Schneider,

When establishing the distribution center in Törökbálint, do you aspire to provide a premium customer service that matches the high quality of Megadyne’s products?

I assume the answer is yes. In that case I might be able to help you as a customer service executive with Romanian as well as English and Hungarian language skills and extensive experience in supporting international trade.

But first of all, let me introduce myself:

* In the last 12 years I have worked as a customer service co-ordinator for a premium textile wholesaler in Hungary taking and fulfilling orders of 150+ retail clients (please see the attached résumé).
* As my previous employer sold mainly from catalogue and rarely from warehouse, I fulfilled orders by sourcing goods directly from 30+ foreign suppliers and manufacturers across Europe.
* My strengths lie in building trust with customers and suppliers, which I achieve through managing orders diligently and through resolving problems in as little as one day when possible.

I know that Megadyne’s power transmission products are quite different from home textiles. But I believe that product knowledge is a transferable skill, which I am ready to learn. On the other hand, I possess the essential customer care and problem-solving mindset, which would probably take much more time and effort to develop.

Mr Lutz, if possible, I would like to personally meet with you to introduce myself and my qualifications. I will take the liberty of calling you next week to arrange such a meeting.

Thank you for your time and I look forward to meeting with you soon.

Sincerely,

**Maria Horvath**

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