

Account Assistant Cover Letter

66804 Howell LoafCarlside, KS 45842

Dear Dakota Witting,

I submit this application to express my sincere interest in the account assistant position.

In the previous role, I was responsible for support as needed to the business office manager and other business office staff.

Please consider my qualifications and experience:

- Interested in corporate banking
- High data entry skills and proficient in MS Excel
- Demonstrated computer skills and experience with using email and Microsoft Office in a business setting
- AAT or Part Qualified preferred
- High Integrity, diligent, energetic and has initiative
- Assist the team on day to day task for client requirement and project deliverables
- Deliver support in project management and preparation of client deliverables
- Predominantly a training role, the Account Assistant will be judged on their abilities to absorb information and put it into practice

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Lennox Prohaska