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# Example of Office Coordinator Cover Letter

990 Delmer Parkway
South Jinny, OH 09656

**Dear Frankie Rohan,**

In response to your job posting for office coordinator, I am including this letter and my resume for your review.

Previously, I was responsible for concise and thorough documentation through psycho/social assessment and progress notes, including changes in medical psycho/social functioning, progression and attainment of goals, referrals to internal and external agencies, and contact/involvement with patient's family.

Please consider my qualifications and experience:

* Passion for working in an exciting, social and fast paced changing environment
* Excellent communication skills and fluency in both Dutch and English
* Driven, creative, open-minded and flexible
* MS Office knowledge and experience with Outlook and Excel
* An energetic personality with a positive attitude
* Other administrative and operations tasks as needed to maintain operational tempo
* Proactively anticipates situations, develops proposals and positive solutions
* Appropriately identifies when to seek assistance or escalate issues

**Thank you for your time and consideration.**

Sincerely,

Marion Rempel