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# Example of Office Coordinator Cover Letter

4011 Max Isle  
Lake Wmview, GA 16358

**Dear River Mosciski,**

I would like to submit my application for the office coordinator opening. Please accept this letter and the attached resume.

Previously, I was responsible for ongoing formal and informal training/consultation to nursing, medical staff, and other Eskenazi Health staff regarding medical issues and treatment for PLWH.

Please consider my experience and qualifications for this position:

* Meticulously organized and pro-active
* Highly Professional and Self-directed
* Comfortable working independently and taking initiative without direct orders
* Proficient in Microsoft Office (Word, Excel and PowerPoint) & Outlook
* Experience with Kuali, AggieTravel, AggieBuy
* Knowledge to apply complex policy documents, labor agreements, governmental employment requirements and regulations
* Experience planning company events or parties
* A double portion of a “Can Do Attitude”

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

Sincerely,

Denver Kub