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# Example of Survey Assistant Cover Letter

16722 Merle Shore  
Port Armidaborough, GA 45950

**Dear Reese Harris,**

Please consider me for the survey assistant opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for guidance based on analysis of hardware, software and technologies associated with geomatics for the development of geomatics and land survey standards.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Effective communication, collaboration, personal relations, and team work skills
* Accurate HOMS, other data entry, and double data entry skills
* Familiarity with the preparation and fielding of large, paper-based behavioral health (and other outcomes) study surveys
* Experience conducting research telephone interviews and mental health assessments, following research study protocols
* Customer service experience in any type of environment (e.g., service industry, medical office, human subject research, retail)
* Eligible to participate in a work term program
* NSW Higher School certificate or equivalent
* Current Australian Driver’s License and willingness to travel

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

Sincerely,

Royal Balistreri