

Admin Team Leader Cover Letter

6731 Gerard ShoalPort Roscoe, WI 97057-7362

Dear Lennon Rau,

I would like to submit my application for the admin team leader opening. Please accept this letter and the attached resume.

Previously, I was responsible for leadership for the development and implementation of policies and procedures that ensure adequacy of internal controls, safekeeping of assets, efficient operations and compliance with GAAP accounting rules, as appropriate.

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:

- Basic accounting knowledge and proficiency in Microsoft Office applications with particular emphasis on Excel
- Prefer experience in the Oil and Gas industry
- Experience within a Contact Centre environment, inbound / outbound calls
- Experience within the financial services Administration
- To be computer literate with various packages such as Word, Excel and Goldmine
- College/University graduate of Business or Finance and have experience in handling disbursements/financial items
- No disciplinary action of any sort in the past 12 months
- Preferably completed at least 1 Leadership Development Training

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Indigo Hartmann