

Administration Specialist Cover Letter

44784 Johnnie ShoalEast Tildacheater, LA 24599-6335

Dear Emerson Lakin,

I submit this application to express my sincere interest in the administration specialist position.

Previously, I was responsible for training and education to employees on company policies and procedures as well as on regulatory requirements relative to controlled substances.

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:

- Experience with MS Office programs, including Word, Excel and PowerPoint
- Experience in working directly or indirectly with operations/customer service teams
- Detail oriented and superb follow-up skills
- Knowledge of Microsoft Excel formulas and pivot tables
- Experience in an administrative role within a corporate work environment
- Expert skills in MS Word, Outlook and Excel
- Strong in PC applications like Microsoft Office (esp
- Experience in using SAP will be a definite advantage

Thank you for considering me to become a member of your team.

Sincerely,

Lennon Schulist