

Administration Cover Letter

8337 Harris Mill East Nathanfort, NY 08041-1195

Dear Tyler Lakin,

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

In my previous role, I was responsible for work related advice and direction to other unit finance/accounting personnel; may also supervise those personnel.

Please consider my qualifications and experience:

- Circulating the end of month figures and reports
- Dealing with Key Account customers queries and orders
- Creating specification sheets and other marketing information
- Monitoring sampling budget
- Managing the weekly schedule for 3 merchandisers
- Admin and sampling duties as above for both Kingsmead and Clarendon
- Computer literate in the following programs Outlook, Word, Excel
- Confident on both phone and email

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

Sincerely,

Story Price