Administrative Assistant, Senior Cover Letter

8037 Thresa StravenuePort Burton, UT 15299-8724

Dear Max Hyatt,

I would like to submit my application for the administrative assistant, senior opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for direct support for the Nurse Manager and Supervisor, Ambulatory Care Nursing and UMHS Institution.

My experience is an excellent fit for the list of requirements in this job:

- Provide administrative services such as ordering, printing labels, and printing flyers
- Performs department records management duties (electronic and paper), including organizing, retrieval, archiving and storage
- Oversees and performs office management duties which includes handling coordination of department payroll/HR paperwork with HR
- Greets visitors and escorts them to appropriate office
- Handles department office equipment and furniture maintenance calls and orders office supplies
- Intermediate Word, Basic Excel and PowerPoint skills
- Experience with Concur Travel, preferred
- High level of proficiency with Microsoft Office & databases for timecards, expense reporting

Thank you for taking your time to review my application.

Sincerely,

Haven Kirlin