

# Administrative Director Cover Letter

3318 Daphine CampSouth Jonahchester, MA 67844-8075

**Dear Avery O'Conner,**

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

Previously, I was responsible for acute leaders with guidance on expense management, productivity analysis and correction, budgeting, forecasting and financial analysis.

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

- Highly developed thoughtful, analytical skills
- Superb interpersonal, verbal and written communication skills, particularly in the areas of caring and compassion, to communicate effectively with patients, physicians, managers and high level administrative staff, , nursing, clinical and other support staff who are critical to facility functions
- Politically savvy, understands when to seek counsel and to involve others
- Experience with HR and Financial IT systems
- Build & maintain effective relationships at all levels
- Ensures the alignment of people, resources and strategies to facilitate IT support for achieving the strategic goals of the business unit
- Effective leadership skills to initiate activities, direct and manage teams, professional and non-professional staff
- Significant experience in marketing, communication, public relations, recreation and/or sports administration

**Thank you for taking your time to review my application.**

Sincerely,

Sam Monahan