

Administrative Director Cover Letter

1755 Thad Forest Port Frances, SD 27868

Dear Jordan Lowe,

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 concise and effective ongoing reporting, analysis and metrics (both financial and non-financial) with respect to strategic, operational and compliance activities.

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

- Possess excellent organizational, interpersonal and written and oral communications skills sensitivity to handling confidential information
- Anticipates conflicts, uses diplomacy to resolve problems
- Excellent leadership, communication and interpersonal skills to build effective relationships and drive engagement
- Understands and can successfully manage the politics of an academic medical center and matrix organization
- Setup and prepare WebEx for meetings
- Experience managing multiple priorities, prioritizing, and meeting deadlines and managing changes
- Experience with expense reports, travel arrangements and reimbursements
- Experience with conference room technologies

I really appreciate you taking the time to review my application for the position of administrative director.

Sincerely,

Emerson Shields