

# Administrative Director Cover Letter

87797 Weissnat FlatAlaufurt, MI 91405-2652

**Dear Drew Senger,**

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

In the previous role, I was responsible for broad financial support to financial and operational leaders, including preparation of budgets and forecasts, internal management reporting and dashboards, and ad-hoc financial analysis.

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

- Demonstrates Swedish Health Services' Mission, Vision and Core Values to customers, employees and visitors
- Accustomed to working with 50+ providers
- Adept at operating in a high volume throughput environment
- Highly competent in MS Office suite
- Coordinates and organizes the planning and construction for replacement and new equipment and installations
- New York State LCSW
- Significant experience working in hospitals and/or community-based organization(s)
- Experience working with insurance payers

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

Sincerely,

River Gutmann