

# Administrative Director Cover Letter

79777 Rodriguez DrivesSouth Lory, FL 42637-8398

**Dear Ryan Leffler,**

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

In my previous role, I was responsible for management support to operations at Promenade Showcase + Gift Shop, including regular analysis of financial and operational data.

Please consider my qualifications and experience:

- Be proactive and productive
- Mastery of analytic tools including Excel, Excel pivot tables, and Outlook
- Advanced skill to apply knowledge of management principles, practices and techniques to administer a multi-functional center
- Proficiency with Microsoft Office suite (Word, Excel, PowerPoint, SharePoint)
- Extensive experience with travel scheduling
- An M.P.H., M.P.A., M.B.A
- Demonstrated experience and skills in public relations and web-based digital marketing, including use of social media, web analytic tools, video conferencing, and online workspace collaboration tools
- Experience working in an admissions office, academic setting, or on education program within a non-profit is strongly preferred

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

Sincerely,

Haven McClure