Administrative Office Manager Cover Letter

1152 Hugh BrooksFrancescoside, HI 40349
Dear Blake Boehm,

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

In my previous role, I was responsible for guidance and advice at a strategic level across a wide range of project issues to the Vice President, Implementation.

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

- Skill in training, advising, and implementing budgets
- High level of integrity with a humble nature
- Proven analytical and agile problem-solving skills
- Advanced level MS Office suite (Word, Excel, PowerPoint, Outlook, Project, Google Drive)
- Familiarity with legal contracts including patent filings, NDAs, vendor agreements, and foreign filings
- Experience assisting large Sales organization within a fast-paced start-up business environment
- Strong computer skills (Windows-based computer knowledge
- General knowledge of popular social media software and other forms of electronic communication

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Denver Goldner