

# **Administrative & Program Specialist Cover Letter**

37343 Tim DriveBerryport, WA 06060

**Dear Emerson Hermiston,**

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

In my previous role, I was responsible for staff support and coordinate faculty searches to include advertising, interview and campus visit scheduling, and the tracking of faculty search expenditures within specified budget.

Please consider my qualifications and experience:

- Experience collaborating/engaging with large group of stakeholders
- Experience working for a law enforcement or criminal justice agency
- Experience participating in implementing a technology initiative or project
- Strong organizational skills to include scheduling meetings and capturing meeting minutes
- Advanced secretarial and administrative knowledge and experience including accurate keyboarding, editing, grammar, and proofreading skills
- Strong knowledge and skills in database management and Microsoft Office Suite (Word, Excel, Access.)
- Research and/or Quality Review experience
- Previous experience e in student services and financial aid

**Thank you for your time and consideration.**

Sincerely,

Quinn Prohaska