

Administrative & Program Specialist Cover Letter

200 Laverne Meadow Bruenstad, UT 33233-1955

Dear Tatum Bartoletti,

I would like to submit my application for the administrative & program specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for complex technical assistance to others (for example staff, volunteers, contractors, other organizations) on policies, procedures, rules, regulations, standards, or requirements, including STAR+PLUS issues that affect billing and payment.

Please consider my qualifications and experience:

- Friendly, outgoing, customer service and team oriented
- Strong proficiency in MS Office Suite Word, Excel, Outlook, PowerPoint, and Google Docs
- Copy writing and newsletter production experience
- InDesign and Photoshop skills
- Preferably developing graduate studies or advanced courses in fields that could be relevant to the description and requirements of this job
- The Program Administrative Specialist will ideally have administrative management and/or administrative experience
- Experience with document assembly software, such as HotDocs
- Undergraduate coursework equivalent to a senior level in an environmental studies discipline

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Robin Goyette