

# **Administrative Services Cover Letter**

57015 Schinner RampNew Amyshire, NY 97248-7436

**Dear River Carter,**

I submit this application to express my sincere interest in the administrative services position.

In the previous role, I was responsible for operational leadership and direction for the daily operation of the program in accordance with applicable University and governmental regulations, directives, policies, and procedures.

Please consider my experience and qualifications for this position:

- Knowledge of Kronos time editor is preferred
- Advanced education or certifications
- Homebuilding or Tech experience strongly preferred
- High school diploma, administrative assistant and/or equivalent combination of education and experience
- Experience with events
- Proficiency in Microsoft Office applications (MS SharePoint, Word, Excel, and PowerPoint)
- Focus on service excellence along with clear, concise verbal and written communication
- Demonstrated experience with managing multiple projects and priorities

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

Sincerely,

Ari Conroy