

Administrative Services Cover Letter

5000 Gwendolyn UnderpassHeathfort, DE 16896-3460

Dear Max Kautzer,

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

In my previous role, I was responsible for guidance in interpreting leave policies, federal and state leave laws.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Advanced experience in Microsoft Office products (Outlook, Word, Excel, PowerPoint)
- Proficient in MS Office, specifically Outlook, Word, Excel, and PowerPoint
- Vocational or Technical Training in Office Management, Higher education or closely related field
- Knowledge of Microsoft Office programs, Word, Excel, PowerPoint and Outlook
- Generally requires extensive administrative support experience
- Tracking and data entry of various invoices
- Data entry, both primary or back-up in various systems
- Scanning and indexing of documents

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

Sincerely,

Frankie Kerluke