

Administrative Services Cover Letter

12005 O'Connell UnderpassPort Lesleyburgh, FL 56395

Dear Frankie Heller,

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

In my previous role, I was responsible for guidance and give direction to HRA's regarding LOA policies/procedures (federal, state, and company-specific).

Please consider my experience and qualifications for this position:

- Exhibits initiative and good judgment, attention to detail
- Action oriented and enjoys working hard
- Energetic and willing to take on challenging assignments
- Seizes personal development opportunities and demonstrates initiative
- Orchestrates multiple activities at once to accomplish a goal to get things done
- Thorough understanding to handle all functions supported in the work group/department
- Conduct training classes for new hires and others on use of software, tools, templates standards and processes using WebEx, Skype for Business or other virtual meeting tools
- Highly effective and polished spoken and written communication skills

Thank you for your time and consideration.

Sincerely,

River Hintz