

Administrative Services Cover Letter

327 Langworth Crossing Neomside, CA 79137

Dear Lennon Homenick,

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 and interpretation in accordance with company policy and applicable federal and state 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:

- Champion efforts related to change management and operational effectiveness
- Build strong working relationships and respond to issues in a courteous and professional manner
- Working knowledge of computer software to include MS Word, Excel, PowerPoint, Outlook and/or the equivalent and Daylight
- Prefer basic hospitality industry knowledge, especially in food and beverage
- Proficiency with SAP, the University Event Management System, Handshake, Tagger, Website Content Management, Student Appointment System Management, and Microsoft Office 365 applications and programs
- Previous experience and sensitivity to the educational needs of a diverse urban population including first generation college students and historically under-served populations
- Working knowledge of SAP and SharePoint
- Microsoft Office/Suite proficeint (Excel, Outlook)

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

Sincerely,

Landry D'Amore