

Administrative Services Cover Letter

871 Ullrich CoveLake Norahshire, NC 29177

Dear Phoenix Ratke,

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

Previously, I was responsible for training and evaluates caregivers in accordance with agency policy; local, state, and federal laws.

My experience is an excellent fit for the list of requirements in this job:

- Superior interpersonal & communication skills collaborative management style
- Polished individual with organizational savvy
- Excellent people manager and collaborator, open to direction and commitment to get the job done
- Capacity to delegate responsibilities effectively
- Exhibited cost consciousness and commitment to high professional ethical standards
- Highly skilled in their knowledge of MS Word, MS Excel and Outlook
- Three to six months related experience and/or training in office/secretarial field
- Skills working in healthcare software computer system preferred

Thank you for taking your time to review my application.

Sincerely,

Sawyer Davis