

Administrative Support Associate Cover Letter

7818 Devora TurnpikeCarrollfort, AZ 77325-3777

Dear Max Koepp,

I am excited to be applying for the position of administrative support associate. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for support for presentations, spreadsheets and other documents as required (includes preparation, proofreading, verification and assembly of documents.

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:

- Skilled at investigating and troubleshooting issues, solving problems, and finding ways to complete even unfamiliar complex tasks with little input from supervisor
- Demonstrated excellent computer skills on Mac and/or PC platforms, including but not limited to proficiency with Microsoft Office components, Preview/Acrobat
- Aptitude for quickly learning new skills, new processes, and unfamiliar business software systems with complicated user interfaces
- Capable of gathering and synthesizing information from various sources and using it to inform staff and advance the work of the group
- Exhibits a positive, "how can I help," can-do attitude
- Proficiency with Banner, Microsoft Office including Excel
- Knowledge of NC State processes
- Knowledge of career services information management platforms (Symplicity, GradLeaders) strongly preferred

Thank you in advance for reviewing my candidacy for this position.

Sincerely,