

# Administrative Support Associate Cover Letter

300 Lacy Shoal North Ahmed, MA 12414-8454

**Dear Parker Spinka,**

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

Previously, I was responsible for accurate word processing support by composing and/or editing a variety of documents including highly confidential correspondence.

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

- Understands the importance of following procedures and taking constructive criticism
- Familiar with Outlook calendar, email, Excel, Word, and PowerPoint
- Knowledge of accounting tasks to include travel and personal reimbursements and monitoring account balances
- Detail-oriented and committed to accuracy and efficiency
- Meets all federal, state, and local requirements
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- Researching and obtaining copies of historical client paperwork, comparing to a standard, capturing differences and uploading copies of client filled forms and paperwork to the Brokerage Pershing system
- Knowledge of Microsoft Excel and Word needed

**I really appreciate you taking the time to review my application for the position of administrative support associate.**

Sincerely,

Max Torp