

Administrative Support Associate Cover Letter

1849 Dare Parkway
Hueyport, ME 93895-4937

Dear Morgan Kirlin,

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

Previously, I was responsible for historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records, vendors, service providers.

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:

- Knowledge and experience of Microsoft Office
- Certification in Spanish/Medical translation and interpretation
- Experience working with the UNC School of Dentistry's electronic patient record system
- Produce high impact presentations in PowerPoint using strong graphic design skills
- Register and escort any visitors with security via the Schwab visitor system, including assisting senior level executives visiting any Schwab location
- Highly motivated with an emphasis on efficiency and organization
- Excellent knowledge of Microsoft office software products, especially Outlook, Word and Excel
- Strong working knowledge and experience with customer relationship management (CRM) systems (donor database program)

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

Sincerely,

Story Boyer