

Administrative Support Associate Cover Letter

915 Maynard Estate Deliastad, MI 59994-6570

Dear Spencer Mueller,

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

In my previous role, I was responsible for support to the Branch Controls team of AXA Advisors which includes administrative duties such as correspondence letters, excel spreadsheets and power point presentation materials in addition, scanning for books and records retention.

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

- Have clerical support experience
- Effectively provide telephonic/email and other forms of support in the form of taking and relaying messages and handling questions in a manner that displays sensitivity to the importance and urgency of subject matter
- Communicate and coordinate with members of the commercial team and external colleagues
- Assist with other administrative tasks as assigned
- Complete all assigned work in an accurate, thorough and timely manner demonstrating a sound understanding of areas of responsibility
- Moderate decision making
- Knowledge of Google Calendar and email system
- Familiar with the various resources of the university

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

Sincerely,

Frankie Hermiston