

Administrative Cover Letter

71113 Millard InletKuphalburgh, ID 68835

Dear Parker Jacobson,

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

Previously, I was responsible for administrative support to managers whenever necessary and appropriate (in terms of filing, mailing, faxing, word processing, etc.).

Please consider my qualifications and experience:

- Microsoft Office/Suite proficient (Word, Excel, Outlook, PowerPoint,) and Internet Explorer
- IMIS or other information management database experience
- Experience working with overseas clients/employees
- Ultimately seeking a non-administrative role within a creative setting
- SRM/SAP Purchasing/Invoice processing system experience
- Understanding of the general ledger accounts and how they relate to the processing of invoices within an automated financial system
- Working knowledge of computer-based accounting systems
- Knowledge of Documentum or other electronic document management system

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Emerson Walker