

Asset Supervisor Cover Letter

820 Aurelio Street North Angelicatown, PA 65666

Dear River Quitzon,

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

In my previous role, I was responsible for support to the Fixed Asset team for capitalizing new assets, scrap/dispose of assets and ensure depreciation postings.

Please consider my experience and qualifications for this position:

- Demonstrated skills to manage a team of Collections Agents
- Working knowledge of PC based word processing and spreadsheet programs, especially Microsoft Excel
- Experience with Microsoft Excel, Access and Word
- Skilled in Microsoft Office, Word, Excel including but limited to VLOOKUP, Max/Min, Sum, Average, IF, PivotChart, and PivotTables in Excel and be able to create written reports for performance, presentations, write policy and procedure, job aids and guides in word
- Familiar with property preservation , registration and code violations
- Familiar with Principles and practices of personnel supervision and management assuring the organization meets its goals, employees are performing their jobs contributing to the accomplishment of the goals and focus on daily operations, issues and general oversight
- Proven track record of database management skills with major enterprise database systems
- Proven track record of structured data and object modeling, data flow diagraming and documentation with structured databases

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

Sincerely,