

Assistant Office Cover Letter

54651 Graham JunctionRaleighside, ME 54583

Dear Emerson Miller,

I submit this application to express my sincere interest in the assistant office position.

In the previous role, I was responsible for support to staff and ensure that expenses in Concur are submitted on time and are coded correctly in the general ledger.

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:

- Experience with developing and coordinating schedules and handling meeting logistics
- Experience using MS Visio and Powerpoint
- Self-starter, detail oriented with high productivity
- Administrative/Secretarial Coursework and/or Certification preferred
- Previous Assistant work preferred
- Word processing and computer experience is preferred
- Basic computer knowledge in Microsoft Word, Excel, PowerPoint & Access
- Comfortable in a corporate office environment

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Corey Beer