

Assistant Office Cover Letter

10019 Hodkiewicz SquaresMarvinton, UT 63142-2140

Dear Armani Prohaska,

In response to your job posting for assistant office, I am including this letter and my resume for your review.

In the previous role, I was responsible for assistance to the Admission, Review, and Dismissal (ARD) Committees to correctly interpret test data, plan for the student, and assist the committee with recommendations for behavior management and in following District procedures and all laws and regulations.

Please consider my qualifications and experience:

- Hands-on, proactive administrative support
- Keyboarding, filing, office procedures, and microcomputer
- Experience with Microsoft Office, particularly Microsoft Excel, preferred
- Knowledge of Microsoft Great Plains (but will train if needed)
- Experience updating and maintaining several social media platforms
- Experience with Word Press and Microsoft Office Suite
- Comfortable in a very small office environment
- Strict adherence to confidentiality guidelines

Thank you for taking your time to review my application.

Sincerely,

Rowan Paucek