

Assistant Office Cover Letter

947 Herzog FordMohr town, MA 63224-9359

Dear Justice Bergnaum,

I am excited to be applying for the position of assistant office. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for additional processes or procedures that ensure Associates and visitor safety in the Facility on their shift.

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:

- Capable of following directions in order to carry out key tasks and willingness to ask for clarification
- Knowledge of preparing travel forms and documents
- Exposure to SAP (desirable)
- Epic experience is strongly preferred
- Helpful, friendly, self-starter who enjoys working in an office team environment
- Proficiency in Microsoft Office Word, Outlook, Excel and Power Point
- Comfortable troubleshooting computer network with computer consultants
- Comfortable with office upkeep, deliveries, and set up for meetings and events

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

Sincerely,

Emerson Hegmann