

# Assistant Office Cover Letter

95016 Greenholt LoopEast Dustin, AZ 04301

**Dear Avery Wehner,**

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 monthly timeline submissions for students in the eligibility process to ensure that dates are reported correctly to the state.

My experience is an excellent fit for the list of requirements in this job:

- Capacity to take initiative in addressing situations and problems
- JD Edwards World/One World (preferred)
- Abide by Granite's Code of Conduct on a daily basis
- Courteous, friendly and helpful to others inside and outside of the company
- Proficiency in Microsoft Word, Excel, and typing
- Familiarity with office productivity products
- Able to handle repetitive tasks
- Experience using Microsoft Office (Outlook, Word, Excel)

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

Sincerely,

Phoenix Cummings