

Assistant Office Cover Letter

108 Hoppe LandLenmouth, OR 11388-9398

Dear Sam Jaskolski,

Please consider me for the assistant office opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for continuous coordination with T&E and Compliance departments to make sure policies, procedures and guidelines are being adhered to correctly;.

Please consider my qualifications and experience:

- Completed High School with good results
- Willing to learn and helping colleagues and doing the odd job around the office
- Broad knowledge of daily office tasks is an advantage
- Experience in working with database administration, Microsoft Office (Word, Excel, and PowerPoint)
- Business experience/training an advantage
- Computer experience/word processing, spreadsheet, and databases
- An success driven teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Proficiency in Salesforce and Microsoft Excel

Thank you for taking your time to review my application.

Sincerely,

Indigo Marquardt