

Associate Administrative Cover Letter

16246 Parisian RapidsSouth Marquettaville, PA 66708

Dear River Welch,

I submit this application to express my sincere interest in the associate administrative position.

In the previous role, I was responsible for other administrative tasks for the Division which may include mail run, answering and relaying telephone calls, greeting and directing visitors, and maintaining records and filing.

Please consider my qualifications and experience:

- Experience with maintaining and updating databases and spreadsheet, Advance
- Beginner to Intermediate design skills
- Knowledge and skill using personal computers and Microsoft Office (Word, Excel, Access, Outlook)
- Experience with meeting planning tools
- Experience with social media, specifically Facebook and Twitter
- Proven track record of completing administrative related tasks such as reviewing, responding to and typing letters, reviewing documents, manuals and other office correspondence
- Experience in prioritizing meetings and phone calls
- Skill in establishing and maintaining cooperative and effective working relationships with within the Office of the Provost

Thank you for your time and consideration.

Sincerely,

Rowan Metz