

Associate Administrative Cover Letter

62523 Robt TurnpikeWest Verdatown, AL 99296

Dear Phoenix Hagenes,

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

In my previous role, I was responsible for backup support for other departments within the division and assists with new employee on-boarding.

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

- Effectively maintain schedules and calendars
- Experience in the medical or mental health field preferred
- High emotional intelligence preferred
- Knowledge of Stanford populations and affiliations helpful
- Advanced computer skills and demonstrated experience with online calendars, office software and email applications
- Technologically savvy and strong interest in technology
- Great work environment, team and office locations
- Advanced computer skills, including Microsoft Office suite (Outlook, Word, Excel, and PowerPoint)

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

Sincerely,

Sawyer Cole