

Associate Administrative Cover Letter

93102 Hedy Place Lake Lesiamouth, OH 45219-8008

Dear Rowan Flatley,

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

Previously, I was responsible for administrative support for a director or manager and other specified individuals in the department (e.g.; opening mail, screening phone calls, photocopying, word processing).

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

- Six-nine months of post-high school experience in learning and utilizing administrative office procedures, practices and equipment
- Professional in demeanor, well spoken, good attitude
- Prior experience with a contract management system
- Prior experience with Financial/Procurement systems (JD Edwards preferred)
- Team player who can interface with a team of independent personalities
- Organized and extremely attentive to detail
- Determination to see a job through to its completion
- Proactive self-starter who works with a sense of urgency

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

Sincerely,

Justice Russel