

# Associate Administrative Cover Letter

649 Becker Crossing West Christenhaven, MO 30221-1686

**Dear Sawyer Altenwerth,**

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

Previously, I was responsible for telephone support for the department management and/or staff, fields problem identification and answers questions; handles, redirects and/or assigns multiple calls from internal and external clients; Coordinates meetings and conference calls; provides backup support for other departments within the division.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Evidence of being bilingual in Spanish and English
- Experience in organizing and maintaining a variety of files and records, physical and digital, including confidential information
- Experience in composing letters, preparing reports and proofreading documents
- Experience in dealing with the public and providing high levels of customer service
- Experience in using Adobe Acrobat, Microsoft Word, Excel, Outlook, PowerPoint, and other web based applications
- Experience in anticipating the needs their departments
- Experience in handling multiple projects concurrently
- Knowledge of Community of Science, Pivot or other funding search engines

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Parker Koelpin