

Associate Administrative Cover Letter

449 Zieme Villages East Maryjo, NV 25085-9556

Dear Brooklyn Parker,

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

Previously, I was responsible for training and serve as point of contact for other administrative associates and faculty for the division.

Please consider my experience and qualifications for this position:

- Adaptable and a good sense of humor
- Uses audio-visual equipment
- Microsoft Office applications (Word, PowerPoint, Excel, Outlook, Access)
- Standard office and administrative practices
- Proficient in Microsoft applications including Word/PowerPoint/Excel/Access
- Experience managing a supervisor's calendar and scheduling meetings using Outlook or similar software
- Experience working under pressure and completing multiple, often competing tasks within a deadline relating to multiple faculty members
- Experience working in a hospital, physician's office or medical environment

Thank you for considering me to become a member of your team.

Sincerely,

Charlie Yost