

Back Office Cover Letter

11947 Sherman StreetsNorth Kathleenfort, MN 40507

Dear River Runte,

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

In the previous role, I was responsible for administrative support to the Accounting center and performs clerical and office operations functions.

Please consider my experience and qualifications for this position:

- Italian and English fluent speaker
- Extensive knowledge of Navision (YNAP ERP system)
- Passion for analytics and excellent business performance
- Manage self and strive for exceptional results
- Takes responsibility and is accountable for all actions and decisions, pushes self and others for the best outcome for our customers and company
- Manage multiple projects and tasks, partnering closely with stakeholders and establishing strong cross-functional relationships
- Adapt to rapidly changing environment and priorities
- Working knowledge of DASH, Carrent, GAR

I really appreciate you taking the time to review my application for the position of back office.

Sincerely,

Sutton Schinner