

Business Office Cover Letter

644 Bartoletti Inlet Blandafurt, KY 98058

Dear Parker Roob,

I would like to submit my application for the business office opening. Please accept this letter and the attached resume.

Previously, I was responsible for general technical support to Revenue and Accounts Receivable, Disbursements and Business Services, Corporate Accounting and Financial Reporting and Compliance.

Please consider my qualifications and experience:

- Problem-solving skills to focus on key issues, to research, gather and integrate information, and to formulate recommendations and develop approaches to resolving issues and problems
- Experience developing policies and procedures related to purchasing, accounts payable transactions, including travel and entertainment and ledger reconciliation
- Oral and written communication skills to disseminate complex information clearly and concisely while maintaining confidentiality and using good judgment and diplomacy
- Quantitative skills to analyze complex data
- Organizational skills to plan, coordinate, work independently, and set priorities
- Experience to operate a personal computer, with knowledge of spreadsheets, word processing, databases and navigation software
- Experience working with facilities to maintain, renovate, and improve buildings and spaces
- Skills to read, interpret, and apply university academic and staff personnel policies and procedures

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

