

# **Business Support Associate Cover Letter**

9284 Little Vista Abshire  
Chester, RI 62323

**Dear Bellamy Schowalter,**

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

Previously, I was responsible for full financial support to the business function & apply current financial and accounting standards, policies and controls, producing robust business plans, budgets and quarterly forecasts, becoming a proactive and trusted advisor to the business.

Please consider my qualifications and experience:

- Good organizing and communication skills
- Experience developing web sites using HTML, CSS, and XML preferred
- Strong proficiency in Windows environment and Microsoft Access proficiency with other Office applications (e.g., MS Word, Excel, Access, and PowerPoint)
- Previous experience in Marketing, Sales, IT, Finance or Business to Business Technical or Sales Support experience
- Proficiency with Microsoft Outlook, Microsoft PowerPoint, especially Microsoft Excel
- Familiarity with SAP/BW
- Proficient with MS Office Suite applications including Word, Excel, Outlook and PowerPoint
- Strong work ethic and drive to learn and contribute in a performance driven environment

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

Sincerely,

Briar Morar