

Business Support Cover Letter

3670 Duane StreamPort Mittie, MT 03591-0842

Dear Sam Buckridge,

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

In my previous role, I was responsible for a wide variety of complex and confidential administrative and secretarial support functions for the assistant superintendent's office.

My experience is an excellent fit for the list of requirements in this job:

- Managing the Unit Head's diary and inbox, making sure that all emails are responded too, diary invites and clashes are co-ordinated and that papers are received in advance of meetings
- Experience of MS Word, Excel and PowerPoint
- Be able to work autonomously as the Head will often be out of office travelling to other hubs
- Helps identify and execute on process improvement activities
- Ad hoc data and analysis on critical business opportunities
- Assists with the coordination of projects
- Event planning and coordination including scheduling, managing attendee lists, distribution of materials, event set up and communications
- Enablement of sales performance tactical plans

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

Sincerely,

Dakota Pfannerstill