

# **CIB-Executive Administrative Assistant Cover Letter**

4384 Stanton Village East Chrissyburgh, VA 31725-4118

**Dear Drew Schultz,**

I would like to submit my application for the cib-executive administrative assistant opening. Please accept this letter and the attached resume.

Previously, I was responsible for administrative support to the Managing Director Maintain frequently changing calendars through Outlook and understand priorities to effectively manage the calendar, Travel and Expenses.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Avid Concur user
- Act as a role model to their peers lead by example
- Strong computer skills (proficient knowledge of MS Outlook and Word, and a strong working knowledge of Excel, and PowerPoint)
- Experienced with planning travel
- All aspects of Event and Meeting coordination
- Handle invoices for subscriptions, foreign vendors and honorariums
- Event Planning Skills – Organize, gather and enter details for client/internal events and meetings
- Reconcile and timely complete expense reports

**Thank you for your time and consideration.**

Sincerely,

Tatum Oberbrunner