

Contract Assistant Cover Letter

45070 Torp Shoal Lindgrentown, IA 20510-5787

Dear Greer Legros,

I submit this application to express my sincere interest in the contract assistant position.

In the previous role, I was responsible for weekly updates to internal and Client management on progress of contract negotiations and overall contract queue.

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

- Effective interpersonal and people management/customer skills
- Diary Management for the 2 Heads of Technology
- Well-developed math abilities
- Proficient use of Microsoft Office programs
- Preference will be given to those with direct experience in project management or a design/build environment
- Post-secondary education in an administration- related field
- Experienced supporting Director for various administrative process and procedures
- Advanced computer skills in Microsoft Office (Word, Excel, Outlook and PowerPoint)

Thank you for taking your time to review my application.

Sincerely,

Emery Kilback