

# Contract Assistant Cover Letter

95671 Altenwerth SpursWest Brock, CO 82460

**Dear Zion Poulos,**

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

Previously, I was responsible for contract knowledge and drives ongoing value from the supplier through contract negotiations, changes, reviews, claim management and terminations.

Please consider my experience and qualifications for this position:

- Experienced editing documents and drafting and writing general correspondence
- Proven experience proofreading and reviewing documents
- Good problem solving skills and able to provide solutions related to administrative processes and procedures
- Proficient on computer software applications (Word, Excel, PowerPoint), competencies in MS Project and Adobe Acrobat will be considered an asset
- Basic computer knowledge, Microsoft office, Words, Excel, Power point
- Detail oriented with strong sense of work prioritization
- Online marketing experience and knowledge in online analytics an advantage
- Strong interests in luxury and prestige industry related brand

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Royal Poulos