

Contract Assistant Cover Letter

13995 Wm WaysMargotbury, WV 28860-5306

Dear Corey Reichert,

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

In my previous role, I was responsible for final review and execution of signature documents in accordance with the Contract Management review guidelines.

Please consider my experience and qualifications for this position:

- Support Head of Department and team to effectively plan daily work
- Support Head of Department and team in Business review, workshop, team building preparation, travel planning, meeting planning with good understanding business operations
- Ensure data integrity organize and manage electronic files, such as boilerplates, contracts, contract monitoring log, contract data banks, electronic document repositories
- Technical or vocational diploma in professional secretarial studies or administration or equivalent
- Highly trainable and is receptive to direction and constructive feedback
- Perform general administrative activities
- Process travel expense reports
- General clerical and organizational tasks

I really appreciate you taking the time to review my application for the position of contract assistant.

Sincerely,

Sam Herman