

Coordinator, Administrative Cover Letter

80685 Milan Points New Edelmira Haven, MS 81073

Dear Emerson Crooks,

I am excited to be applying for the position of coordinator, administrative. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for administrative support to the Office Manager of University Advancement Services and the Administrative Specialist for Marketing, Communications, and External Relations on an as needed basis.

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:

- Knowledge of various computer software and application tools – Microsoft Office Suite
- Knowledge of the formal and informal JHU and WSE goals, standards, policies and procedures, including some knowledge other departments within the School
- High level of proficiency in computer skills including Microsoft Word, Excel, Outlook and other software programs
- Maintain high level of confidentiality (assisting with employee inquiries regarding payroll)
- Managing high-volume of employee inquiries
- Manage incoming calls, screening appropriately and in a professional manner
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook or Lotus Notes)
- Provide assistance with new hire orientation processes

Thank you for taking your time to review my application.

Sincerely,

Royal Stroman