

Coordinator, Administrative Cover Letter

7782 Anglea RanchLebsackton, NV 34586-4374

Dear Max Kassulke,

Please consider me for the coordinator, administrative opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for front-line administrative support for the office including welcoming guests, answering and triaging incoming phone calls/messages, and distributing mail.

Please consider my experience and qualifications for this position:

- Intermediate proficiency in Microsoft Office Suite, especially Word, and Excel
- Knowledge of and/or experience working with social media sites
- Knowledge of and/or experience working with editing images on websites
- Proficient with standard office equipment and software
- Experience using Microsoft Office Suite Prior experience with Microsoft Office Suite such as Word, Excel (pivot tables, data analysis/manipulation, formula creation), PowerPoint (presentation creation/editing) & Outlook
- Experience working with systems such as Kronos and SAP
- Experience in a human resource, accounting, payroll or financial analysis environment
- Sound knowledge of good administrative procedures

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

Sincerely,

Emerson Lynch