

# Coordinator, Administrative Cover Letter

12670 Theo CornerBayerhaven, MA 95715

**Dear Morgan Raynor,**

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 the previous role, I was responsible for front-line administrative support for the office including welcoming guests, answering and triaging incoming phone calls/messages and visits to the Dean's Office.

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

- Team Player- Collaborative Focus
- Proficiency in Microsoft Office Software (Outlook, Word, Excel primarily)
- Working knowledge of AA invoice and payment systems preferred
- Knowledge of Workbrain Timekeeping system preferred
- Highly motivated with demonstrated initiative and flexibility
- Knowledge of SABRE/DECS/RES beneficial, QuickBuy Purchasing
- Knowledge of University policies and procedures is preferred
- Knowledge of GoogleMail and GoogleDrive

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

Sincerely,

Finley O'Kon