

Coordinator, Administrative Cover Letter

8139 Ned Squares South Holliestad, AR 75098-1347

Dear Landry Crona,

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.

Previously, I was responsible for administrative & clerical support for University Chaplain & Assistant Director of the Office of the Chaplain; manage the operation of PeopleSoft budget system for University Chaplain & Associate Chaplain; organize Google docs, fulfill paperwork, assist with worship services, other events & meetings, etc.

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:

- Computer literate in Opera, Word, Excel
- Able to be flexible and work well in a busy and demanding environment
- Knowledge of Microsoft software (Excel, Word, Outlook, Access)
- Experience with human resources, payroll, and administrative functions in a higher education environment
- Knowledge of higher education principles and standards to make effective judgments and decision making analytical and critical thinking skills to anticipate and identify issues and information requirements
- Experience using campus Query database, Quali, DaFis Decision Support, PPS, PPS Decision Support, Shared Services Center Case Management System (CMS), OPP, and Student Information Systems
- Experience working in an educational environment with teachers, administrators, faculty and staff from diverse backgrounds
- Business school or equivalent experience

I really appreciate you taking the time to review my application for the position of coordinator, administrative.

