

Coordinator, Services Cover Letter

957 Stiedemann Mount Dicki berg, ME 45507

Dear Avery Huels,

I would like to submit my application for the coordinator, services opening. Please accept this letter and the attached resume.

Previously, I was responsible for support to the spending manager, monitoring budgets, purchasing medical equipment, furniture, and supplies.

Please consider my experience and qualifications for this position:

- Reliable vehicle with proof of current registration and insurance
- Some knowledge of post-production processes and terminology
- Conversant with electrical and mechanical aspects of light vehicles, cranes and light trucks
- Demonstrated excellence in written/oral communication skills, technical documentation skills, user liaison skills, and personal interaction abilities
- Advanced computer skills and working knowledge of various software programs – Microsoft Office applications
- Experience in academic environment
- Possess strong computer knowledge (Microsoft Excel, Word, SharePoint, Project Server)
- Strategic thinker, with an open and collaborative style of communication that encourages teamwork and cooperation

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

Sincerely,

Stevie Larkin