

Executive Staff Assistant Cover Letter

63507 Beahan Road West Faeberg, OK 96675-9279

Dear Baylor Kulas,

I am excited to be applying for the position of executive staff assistant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for support to the GVP and her/his department to ensure that all office operations run smoothly and administrative details of daily functions are managed.

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:

- Experience in Fresh Produce Industry
- High level of proficiency in the use of Microsoft Office products including Outlook, Word, Excel, PowerPoint
- This role requires an individual with effective planning skills and high attention to detail
- Proficient in Office Applications such as (Exchange, Word, PowerPoint, Excel)
- Providing ever-changing diary and e-mail management
- Spinning plates
- Working closely with teams across the whole company to make sure BrewDog is the best place to work it can be
- Good command of Epic EHR

Thank you for considering me to become a member of your team.

Sincerely,

Briar Farrell