

Executive Support Cover Letter

95516 Stoltenberg MeadowsMarksburgh, OR 36482-8839

Dear Shiloh Stracke,

In response to your job posting for executive support, I am including this letter and my resume for your review.

In my previous role, I was responsible for guidance and support (as required) for any reviews undertaken of the MS Project Service Configurations Framework.

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:

- Process orders accurately to strict publication deadlines
- Seek credit approval for new clients, or ensuring that pre-payment is received prior to publication
- Enter the order details accurately, clarifying any ambiguity, and liaise with the Ad Production teams to ensure successful delivery
- Carry out pre-billing checks prior to invoice runs for commissions, local taxes, completeness of addresses
- Produce weekly / quarterly / annual invoicing from the MSG database for any product processed by the Sales Services team
- Dispatch invoices, voucher copies and tear-sheets to customers
- Handle voucher copy requests from clients and Sales teams, and manage copy archive
- Educated to at least A level, or the equivalent

Thank you for your time and consideration.

Sincerely,

Haven Grimes