

# Executive Support Cover Letter

70174 Garth Extension West Ivan, NE 67569

**Dear Lennox Adams,**

I submit this application to express my sincere interest in the executive support position.

Previously, I was responsible for password reset support for all internal and external MS Active Directory Users.

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

- Microsoft hardware & software (Windows 7 & 10, O365)/Apple hardware & Software/iPhone & iPads
- Fluency in English reading/writing/speaking
- Willingness to learn and adapt new services
- Team player and able to work in a fast paced environment
- Willingness to conduct hands-on maintenance and technical work on training facilities
- Good Cantonese and English communication skills
- Strong knowledge of Microsoft Outlook and Microsoft Office, including Word, Excel, PowerPoint and Visio
- Ensure the optimal level of service and professionalism is provided

**I really appreciate you taking the time to review my application for the position of executive support.**

Sincerely,

Briar Walsh