

Front Office Assistant Cover Letter

230 Okuneva Gateway Millerborough, NH 35106

Dear Finley Ankunding,

I would like to submit my application for the front office assistant opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for administrative support including event registration, data entry, general office correspondence, answering phones, and scheduling appointments and meetings related to advisory boards and department activities.

Please consider my experience and qualifications for this position:

- Preferred) highly fluent in Spanish
- Previous office experience helpful
- Previous experience working at a Cash & Carry would be helpful
- Great computer and organization skills
- Cunostinte de limba Engleza la un nivel avansat C1 si Franceza la un nivel mediu (optional)
- Relatii interpersonale si abilitati de comunicare bine dezvoltate
- Aspect si maniere profesionale
- Capacitatea de a face fata situatiilor stresante

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

Sincerely,

Bellamy Borer