

# General Office Assistant Cover Letter

3672 Katherin Plaza  
Port Carleneside, HI 44067

**Dear Dylan Bauch,**

In response to your job posting for general office assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for administrative and clerical support including correspondence, typing, filing, research, maintenance of office equipment and various projects.

Please consider my experience and qualifications for this position:

- Professionalism, excellent judgement, use of discretion, prioritisation and problem solving abilities
- Efficient and accurate with high attention to detail
- Budgeting and office management skills
- Strong computer skills – hardware and software
- Calendar management/document management
- Familiarity with several office software packages to include word processing, spreadsheets, databases, graphics and desktop publishing applications
- Microsoft Office (Word, Excel) Data Entry
- Strong attention to detail and collaborative problem solving skills

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

Sincerely,

Alexis Dooley