

General Office Assistant Cover Letter

97160 Jamaal HavenMurazikberg, TN 17800-7997

Dear Rory Kulas,

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

Previously, I was responsible for administrative support in areas of typing, expense reports, confidential correspondence, and office supply ordering.

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

- Reliable and timely attendance
- Considerable experience using a variety of computer applications including Microsoft Office software
- College Work Study preferred
- Willingness to work weekends consistently preferred
- Proficient in Microsoft Office, Outlook and other IT applications
- Posting charges, payments and adjustments into computer timely and accurately
- Collecting time of service payment amounts
- Secondary education in medical assistant or secretarial field preferred

I really appreciate you taking the time to review my application for the position of general office assistant.

Sincerely,

Bellamy Walker