

General Office Assistant Cover Letter

21507 Rolfson TunnelRockyside, FL 44456-2066

Dear Reese Anderson,

Please consider me for the general office assistant opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for administrative support to Manufacturing, Customer Service, Procurement, Logistics, Safety & Quality as needed, to include call management, mail services, office supply/equipment support and event coordination.

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

- Written communication – Writes clearly and informatively, edits work for spelling and grammar, presents numerical data effectively and able to read and interpret written information
- Customer Service – Manages difficult or emotional customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responses to requests for service and assistance, meets commitments
- Quality – Demonstrates attention to detail, accuracy, and thoroughness
- Attention to detail of work
- Proven experience in a role associated with maintenance or the building trade / general labouring or decorating
- Skilled at initiating appropriate emergency procedures/responses
- Knowledge of medical terminology, health care field and medical office protocols/procedures
- Understanding of documentation standards and guidelines

Thank you for your time and consideration.

Sincerely,

Rowan Bashirian