

General Office Assistant Cover Letter

83444 Violet GreenPort Claudio, SC 63331

Dear Baylor Flatley,

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

In the previous role, I was responsible for guidance and oversight to the Logistics Specialist to address office needs, maintenance requests from staff and oversee overall office operations;.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Very reliable, flexible and eager to learn
- Attention to detail and self-motivated to get the job done
- Excellent computer skills using Microsoft Office applications - Excel, Word and Access
- Time management, excellent communication skills, detail oriented, able to prioritize tasks while working in a fast paced Environment
- High level of organizational skills, high level of accuracy, strong mathematical skills
- Basic computer skills including working knowledge of MS Office software packages and/or company specific databases
- Working knowledge of MS Office or internal databases such as SAP
- Similar experience with strong international exposure within a multinational company

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

Sincerely,

Jordan Kunze