

# General Office Assistant Cover Letter

4931 Randall SummitSpinkamouth, WY 67325

**Dear Royal Windler,**

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 support to all company departments: logistics activities, reservations, ordering office supplies - stationery, catering;.

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

- Excellent communication and relationships skills extended to all internal & external major stakeholders
- Oriented to details and problem-solving thinking
- Hands-on attitude and initiative to offer support in a very pro-active and friendly professional approach
- Project management and high active-listening skills
- Fluent both in English and Romanian
- Proficient with MS Office suite (Outlook, Excel, Word, PowerPoint)
- Intermediate skills with digital camera, scanner, and printer
- Oral Communication – Speaks clearly and persuasively in positive or negative situations, listens and gets clarification and responds well to questions

**Thank you for your time and consideration.**

Sincerely,

Cameron O'Kon