

General Office Assistant Cover Letter

560 Devorah ForksHaleymouth, MA 31020-8325

Dear Denver Mitchell,

I am excited to be applying for the position of general office assistant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for administrative support for departments within the Office of Inclusive Excellence, including the Faculty Life Office and Title IX.

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

- Knowledge of equipment, supplies and material needed for medical treatment and care of the patient
- Understanding of basic laboratory procedures including preparation and screening
- Basic knowledgeable of and comfort level with using Microsoft Outlook, Word, and Excel
- Knowledge of infectious disease management and control of safety standards
- Skilled at drawing blood and performing CLIA-waived testing
- Certification as an MOA preferred
- Prior clinical experience in medical office or hospital setting is preferred
- Educated to GCSE grade C or above in English and Maths or an equivalent qualification

Thank you for taking your time to review my application.

Sincerely,

Emerson Hettinger