

# Intern, Office Cover Letter

411 Olinda WallPamellaborough, WV 05079

**Dear Dallas Smitham,**

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

In the previous role, I was responsible for operational support to the Account management team with regards to Salesforce CRM, boosting the quality of the usable customer information in salesforce CRM by checking, mapping and cleaning the CRM data.

Please consider my experience and qualifications for this position:

- Professionalism and maturity
- Strong organizational skills and attention to detailed
- Knowledge of relevant technology/strong computer skills
- Sense of humor, team spirit and positive attitude
- Good interpersonal, written and oral communication skills to drive tasks to completion
- Ensuring compliance with employee and client charts
- Accompany Clinical Managers on home visits
- Perform general administrative duties including answering phones, filing, payroll processing and ordering office supplies

**Thank you for taking your time to review my application.**

Sincerely,

Quinn Pfannerstill