

# Intern, Office Cover Letter

5343 Quigley Corner East Beulah, MD 92805

**Dear Casey Quitzon,**

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 ongoing support to the digital marketing team by assisting with audience tracking, social media strategy, CRM management, short links, asset management, website updates, and other ongoing initiatives.

Please consider my experience and qualifications for this position:

- Fundamental knowledge of computer logic and basic troubleshooting skills
- Detail-oriented, with a keen attention to ensuring accuracy
- Positive approach, mature, professional presence, and commitment to outstanding customer service
- Some administrative office experience is preferred
- Integrating machine (router) programs and sequence operations into the flow of production for flat panels, such as laminate tiles or tops
- Analyze current assembly processes and determine how to mechanize and/or automate the process using mechanical/robotic means
- Professional office, email and phone etiquette
- Proficiency with Microsoft Office with emphasis on Excel, Word and PowerPoint

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Drew Anderson