

Intern, Office Cover Letter

38207 McCullough WellLangoshstad, KY 19466-7699

Dear Finley Schneider,

I submit this application to express my sincere interest in the intern, office position.

In the previous role, I was responsible for case resolution for customer inquiries related to digital communications, including email, social media and push notifications.

Please consider my experience and qualifications for this position:

- Computer knowledge and experience with Microsoft Word, Excel and ADP Enterprise
- Quick learner and able to work with minimal supervision
- Personable and outgoing, able to work well with others
- Strong people skills to positively interact with applicants, employees and guests, promoting our "Guest First" standards
- Self-starter and "out-of-the-box" thinker
- Ticketmaster and Archtics experience preferred
- Requires Excel, Microsoft Word, InDesign, Photoshop experience
- Experience in Marketing/Advertising preferred

Thank you for your time and consideration.

Sincerely,

Azariah Mayer