

# Lead-Office Cover Letter

1298 Francis Island North Krystahaven, MA 58113

**Dear Jordan Schaefer,**

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

Previously, I was responsible for effective solution designs to meet system strategies, capabilities, and technologies to respond to current and future business requirements.

Please consider my qualifications and experience:

- Excellent organizational skills with an aptitude to manage multiple projects and meet deadlines
- In depth experience with governance and Board processes
- Excellent skills in Microsoft Office products (PowerPoint, Excel and Word), Documentum, 1SAP, SharePoint and Board vantage
- Knowledgeable in the use of computers including Microsoft Word and Excel
- Previous radiology experience is preferred
- Able to drive or learn to drive a fork lift
- Experience with eligibility application and radiology information system
- Significant Risk Management and assurance expertise - qualification preferable

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

Sincerely,

Emerson Kunze