

Manager, Administration Cover Letter

24055 Lakiesha Skyway West Dorsey, NH 21173-0563

Dear Briar Koepp,

In response to your job posting for manager, administration, I am including this letter and my resume for your review.

Previously, I was responsible for support to Director of Sales for various projects to include, but not limited to pricing and contract management and negotiation.

Please consider my qualifications and experience:

- Have strong commitment to work long hours
- Good MS Applications Skills and technology savvy
- Have great sense of confidentiality
- High knowledge accounting principles and procedures and IFRS
- Knowledge of internal control procedures (SOX valuable)
- Knowledge of commercial laws, tax laws, customs law, labour's laws
- Strong leadership by assigning work/projects and problem solving profile
- Knowledge of European languages highly valued

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Quinn Wuckert