

# Office Executive Cover Letter

25172 Schaden AvenueAbshire, WV 53310-6718

**Dear Hayden Schaden,**

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

In my previous role, I was responsible for technical support and promptly resolve software, network and equipment challenges with assistance from software vendors and university IT staff.

My experience is an excellent fit for the list of requirements in this job:

- Experience as a project lead ideal
- Hardworking, motivated, and dependable
- Able to represent WVM to visitors and guests
- Effectively manage principals' complex calendars
- Extensive scheduling of meetings – including set-up of conference calls, preparation of meeting materials, management of related meeting logistics (e.g., SameTime/VTC set up, conference room reservations) for Principals
- May answer and screen telephone calls for Principals, respond to inquiries as appropriate
- Procure and manage office supplies for Principals
- Maintain electronic and/or hard copy files for Principals in accordance with records retention policies

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

Sincerely,

Reese Mayer