

Office Executive Cover Letter

307 Wisozk Canyon Ortiztown, NJ 48255-6170

Dear Royal Prosacco,

I would like to submit my application for the office executive opening. Please accept this letter and the attached resume.

Previously, I was responsible for travel management and support to visitors, be they clients or colleagues from International on business in Australia or New Zealand as required.

Please consider my experience and qualifications for this position:

- Will partner with and support/back up other executive assistants within the Customer Office
- Advanced skill in using Microsoft Office Suite to create and modify documents
- Flexibility to work as part of a team independently to meet goals in a fast-paced, deadline-driven environment
- Knowledge of and demonstrated proficiency in the use of software and electronic calendars (Windows, Microsoft Word, Excel, Adobe Acrobat and Outlook) is preferred
- Highly organized, focused and able to work with competing deadlines and last-minute requests
- Self-starter who can work autonomously with minimal supervision, in a team-oriented and collaborative environment
- Knowledge of Christie's systems, including Siebel, Property System, intranet and website
- Discretion, as much of the work is confidential in nature

Thank you for considering me to become a member of your team.

Sincerely,

Riley Ondricka