

Office Executive Cover Letter

669 Dillon HighwayRusselurt, ID 96092

Dear Phoenix Collins,

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

In the previous role, I was responsible for input to the one year operating plan and projects priority plan in line with strategy and relevant business requirements.

Please consider my experience and qualifications for this position:

- Good working knowledge of Microsoft Office Suite and GroupWise
- Minimum qualification - diploma or above
- Familiar with Singaporean Employment regulations – preferred
- Experience supporting IT related duties - preferred
- Basic knowledge of accounting – preferred
- Tenacious with a positive working attitude
- Professional, self-motivated , focused and meticulous
- Proficient in all Microsoft Office suite applications (Word, Excel, PowerPoint, and SharePoint)

Thank you for taking your time to review my application.

Sincerely,

Campbell Christiansen