

# Office Executive Cover Letter

197 May Forest East Zachariahborough, KY 09877

**Dear Briar O'Conner,**

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

Previously, I was responsible for essential reports and works with AHS-IS, Shared Services, Corporate and external software vendor to enhance and modify current software programs as needed to support quality control functions, department goals and customer/associate satisfaction.

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

- Detail-oriented personality, with particular attention to format, style and accuracy
- Self-motivated work style
- Art history background helpful, for unusual artists' names, complex titles of paintings
- Excellent Internet research abilities (Google/Foundation Reports), Intranet (Siebel, Who's Who), and Martindale-Hubbell for attorneys
- Thorough knowledge of E-mail, spreadsheet, word processing and presentation software (PowerPoint)
- Passion for learning about client relationships, art, and culture
- Strong interest in business, art and writing
- Solution driven interpersonal skills

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

Sincerely,

Royal Morar