

Office Executive Cover Letter

717 Balistreri Hills West Roberta, AR 29666-1214

Dear Lennon Upton,

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

In my previous role, I was responsible for budget and operational oversight for assigned departments/functions and holds others accountable for operating within the set operating and capital budget.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Prior experience in higher education administration preferred
- Revenue and Profit
- New Work Added and Backlog
- Headcount Growth (Recruiting & Staff Development)
- Involvement in local professional activities that bring positive attention to the firm
- PE, AICP or AIA
- Local (County, municipal) government experience
- Detail-oriented with internal/external callers and visitors

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Parker Schowalter