

Office Executive Cover Letter

8345 Mariano Mission Jamilastad, AK 36526-4042

Dear Indigo Terry,

Please consider me for the office executive opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for high-level administrative support to the Department, demonstrating an ability to work effectively with people from different cultures.

Please consider my experience and qualifications for this position:

- Local client experience preferred
- Fluency in Turkish and English, both written and spoken
- Completed University Diploma or appropriate Certification
- A background in an administrative environment with experience of interacting with customers and providing excellent customer service
- Experience with Microsoft Office Word, Outlook and PowerPoint
- Experience as an executive administrator, executive assistant or executive secretary
- Personable and professional communication style
- Have thorough knowledge of company office practices and technology, applicable policies and procedures, and the organizations office information workflow and structure

Thank you for your time and consideration.

Sincerely,

Greer Fay