Office Services Coordinator Cover Letter

3816 Koelpin LandingBodemouth, IN 52307-3890

Dear Reese Herzog,

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

In my previous role, I was responsible for office operations support such as opening and closing the office every day, receiving and screening telephone calls and visitors.

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

- Detail-oriented, with a commitment to timeliness, quality and accuracy
- Highly organized, with experience supporting multiple staff in a fast-paced environment
- Willingness to get involved in improving the teams' administrative and stakeholder service processes
- Flexibility (adapt quickly to changing business needs, occasional change in work schedule)
- Prior experience supporting executive level roles
- Prior experience in an association or legislative setting
- Prior Experience as a School Certifying Official
- Familiarity or experience working with inter-cultural issues is necessary

Thank you for taking your time to review my application.

Sincerely,

Morgan Smith