

Office Cover Letter

96312 Lamar CentersKarinaland, TN 36594

Dear Lennon Ondricka,

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

Previously, I was responsible for outstanding customer service while running a register and working on the sales floor.

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:

- Experience with InDesign or similar desktop publishing application
- Experience with Adobe Acrobat systems
- CPA firm experience highly preferred but not mandatory
- Meets deadlines and if running into issues with time or symatics, able to commincate with management in regards too
- A creative mindset with some experience in marketing
- Extensive Knowledge of Microsoft Office (especially Excel, Word, PowerPoint)
- Strong experience utilizing ERP and CRM Systems for order entry, inventory management, and the generation of sales quotations
- Self-motivated and multi-tasking team player that can operate in a fluid and changing environment, with minimal supervision

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

Sincerely,

Tatum Kihn