

# Office Cover Letter

8998 Peter KeysNew Nelson, PA 18232

**Dear Parker Kautzer,**

I submit this application to express my sincere interest in the office position.

In my previous role, I was responsible for support and guidance during fiscal year end processing to assist with University compliance and a successful fiscal year-end accounting closure.

Please consider my qualifications and experience:

- Working within geographically dispersed team
- Experience using Concur expense management system
- Good knowledge of office procedures
- Proficient in Microsoft and outlook
- Experience coordinating and processing domestic and international travel arrangements
- Experience managing multiple executive calendars and/or conference rooms
- Experience organizing and facilitating virtual meetings
- Experience making domestic and/or international travel arrangements and generating expense reports

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

Sincerely,

Dakota Ratke