

# Office Cover Letter

120 Emmitt RapidsEugeneton, IA 53543

**Dear Story Hagenes,**

I am excited to be applying for the position of office. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for oversight and monitoring of accounting functions relative to receiving and depositing funds, monitoring grant funds, budget reports, procurement card transactions, purchase orders, etc.

Please consider my experience and qualifications for this position:

- Good communication skills for working with support personnel and management
- Possess strong written, verbal communication skills, speaks effectively and a sense of humor
- Willingness to take initiative including anticipating the needs of the department and taking action to meet those needs
- Maintain CITI training verification and follow-up regarding university-wide research activities requiring CITI training, including checking all research protocols during the approval stages and tracking to ensure compliance with training requirements
- Access Research Administration software to build knowledge and assist clients as necessary
- Demonstrated effective verbal and listening and communication skills
- Knowledge of appropriate office procedures and operations
- Experience coordinating and processing domestic and international travel arrangements, generating expense reports and reconciling corporate credit card charges, including Concur Travel app

**I really appreciate you taking the time to review my application for the position of office.**

Sincerely,

