

# Office Cover Letter

845 Marlin ClubWatersfurt, GA 57472

**Dear Haven Schmeler,**

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.

Previously, I was responsible for services to customers by receiving cash deposits, credit card payment and loan payments; receiving payment orders; term break, closing accounts and personal loan discharge.

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 planning and implementing internal and external events
- Experience ordering and maintaining office supplies and inventory
- Experience in creating, editing and maintaining electronic and written communication
- Fluent in Swedish and English (writing, reading, speaking)
- Military Knowledge
- Experience using the Microsoft office suite including PowerPoint and Excel
- Experience editing powerpoint presentations as needed, adding and presenting data
- Excellent with Concur or other Travel Software

**Thank you for your time and consideration.**

Sincerely,

River Homenick