

Program Support Cover Letter

84537 Herzog Camp Earnestshire, TX 75173

Dear Oakley Kutch,

I would like to submit my application for the program support opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for general office support for the Service Center: Answer telephones, monitor email messages; distribute and send faxes; scanning; order and stock supplies.

Please consider my experience and qualifications for this position:

- Support Project Analyst Info Share meetings
- MS Office competence
- College recruiting experience in preferred
- Have a outgoing, charismatic personality
- Willingness to work extended hours - this is an intense few months and there will be some long days
- Be willing to avoid time off during the peak period from mid August through October
- Experience working with and supporting virtual teams
- In-depth working knowledge of MS Excel, MS Project, MS Word, MS PowerPoint, and MS Outlook

I really appreciate you taking the time to review my application for the position of program support.

Sincerely,

Riley Lueilwitz