

Receptionist / Administrative Assistant Cover Letter

29572 Brown Loop New Michiko, AK 60934-5069

Dear Ryan Schowalter,

Please consider me for the receptionist / administrative assistant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for general office administrative services and order office supplies as needed for executive team.

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:

- Basic to Intermediate knowledge with Microsoft Office Suite (Word, Outlook, Excel)
- Consistently Great Positive Attitude!
- Outstanding organization, judgment and problem solving capabilities
- Basic computer skills (Outlook, Word, Excel, PowerPoint)
- Microsoft Office - proficient with Word and Excel
- Two positive references from previous managers
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and internal systems
- Well organized - conscientious and thorough with detail

Thank you for your time and consideration.

Sincerely,

Royal Stokes