

# Receptionist / Administrative Assistant Cover Letter

668 Luke MissionPort Tobias, IA 90221-9342

**Dear Shae Lesch,**

I submit this application to express my sincere interest in the receptionist / administrative assistant position.

In the previous role, I was responsible for clerical / administrative support and perform special projects as assigned by Business Office Manager.

Please consider my experience and qualifications for this position:

- Experience working with an ERP System preferred
- Substantial movements (motion) of the wrists, hands, and/or fingers in a repetitive manner
- Manual dexterity sufficient to work with fingers
- Occasionally exert up to 10 lbs of force to lift carry, pull, or otherwise move objects
- Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature
- Bilingual and an out-going personality that enjoys customer contacts and relationship building
- Effectively use a collaborative approach to problem solving
- Demonstrated effective written and oral communication skills in English and French

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Morgan Littel