

# Receptionist / Administrative Assistant Cover Letter

69274 Brakus Passage  
Cortneyland, MI 72221

**Dear Drew Mante,**

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 administrative logistical and clerical support to office personnel and maintain an efficient office environment.

Please consider my qualifications and experience:

- Prepares Excel spreadsheets for fuel, labor stats, guarantee payments & other financial tracking
- Prepares business presentations as requested by departments using Microsoft Power Point, storyboarding, and other various suitable methods
- Have an High School diploma or GED
- Values getting it right versus being right
- Fast Learner (procedures, computer use)
- Enjoys fast-paced environment (can multi-task) and remain composed under pressure
- Good on phone and able to quickly screen/route calls
- Not afraid to handle food, water samples (wear latex gloves, safety glasses, lab coat, measure pH on some samples)

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

Sincerely,

Ryan Becker