

Receptionist / Administrative Assistant Cover Letter

591 Strosin Avenue Homenickfurt, MO 06654

Dear Blake Harvey,

In response to your job posting for receptionist / administrative assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for clerical support to office staff and management.

Please consider my qualifications and experience:

- Set up department file share on network server
- Support department's personnel procedures and policies
- Previous experience working for a multinational company
- Proficient in computer
- Experienced in dealing with confidential information
- Work with Security team to keep procedures consistent
- Reserve offices for visitors, ensure there's a computer dock and desk setup
- Once they arrive in building

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Skyler Schinner