

# Sales Admin Cover Letter

62497 Reilly FlatAntonview, KS 47456-7793

**Dear Rowan Bradtke,**

Please consider me for the sales admin opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for professional secretarial services and administrative support including: engagement correspondences processing, preparation of powerpoint presentation and proposal, and maintaining documents database.

My experience is an excellent fit for the list of requirements in this job:

- Experience in order processing as and/or experience in the technology industry, is highly sought after
- Competency with Microsoft Office software (Excel, Outlook, and Word)
- Possesses a sense of urgency towards projects, requests, and deadlines
- Possesses effective listening skills
- Demonstrated background of strong character, integrity and sound decision-making
- Mature and discipline
- Czech/Slovak native and English language on upper intermediate level (both written and spoken)
- Previous experience in administrative ideally within pharma industry or FMCG

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

Sincerely,

Skyler Stroman