

School Administrator Cover Letter

521 Becker Crescent Lake Wesley, NH 51661-4817

Dear Marion Franecki,

I submit this application to express my sincere interest in the school administrator position.

In the previous role, I was responsible for indispensable support to the Office of the Department Chair by performing independently high level, complex, and confidential administrative tasks of critical importance to the effective and successful operation of that office, in full compliance with all pertinent policies and regulations, at the university, state and federal levels.

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

- Basic understanding and working knowledge of FERPA rules for the release of student information and HIPPA
- Strong financial knowledge of accounting practices
- Proficient with Excel (advanced formulas, budget docs, and databases), PowerPoint, and Word
- Awareness of legal and regulatory environments
- Excellent knowledge of confidentiality and policies/procedures
- Knowledge of nursing education or healthcare
- Prior experience as administrative or professional assistant preferred
- Proficiency using various computer platforms, including Microsoft Office and others

Thank you for considering me to become a member of your team.

Sincerely,

Quinn Klocko