

Senior Administrative Specialist Cover Letter

9491 Muller IslandLacyview, NC 65765-2062

Dear Oakley Rogahn,

I am excited to be applying for the position of senior administrative specialist. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for guidance and assistance on all Procurement related policies and procedures as they relate to system tools.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Coordinates and prepares information and presentation materials for meetings and ensures status of projects are always available for Site Lead
- Creates data entries for billing/invoicing and procurement requirements
- Administers travel expense reports for Site Lead
- Coordinates calendar for Site Lead
- Coordinate Administrative Functions for the division
- Occasionally handles receptionist tasks
- Coordinates all travel arrangements for Site Lead
- Establish and maintain outside vendor relations

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

Sincerely,

Emerson Padberg