

# Senior Administrative Specialist Cover Letter

310 Bechtelar MewsBayerland, KY 27559

**Dear Armani Torp,**

I would like to submit my application for the senior administrative specialist opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for leadership and direction in developing policies and procedures for the Professional Sales Program to help standardize operations.

Please consider my experience and qualifications for this position:

- Coordinates vacation schedules
- Reviews and posts federal and local regulations
- Highly self-motivated and able to work proactively independently and as team
- Always open to take on new tasks and responsibilities
- Requires a strong understanding of how a business operates and have a proven track record demonstrating their understanding and business acumen
- Exercises excellent interpersonal skills and demonstrates the ability to effectively interface with multiple people across a department
- Fluent in English and knowledge of a second European language will be beneficial
- Experience of managing the administrative work of senior leaders, underpinning the work of a large group and working with colleagues across countries and functions to resolve issues

**Thank you for taking your time to review my application.**

Sincerely,

Ryan Haley