

# Staff Asst Cover Letter

853 Cormier Walk  
Port Efren, NV 70874

**Dear Robin Lockman,**

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

In my previous role, I was responsible for operational support to the Head of NYLV, including oversight and management of activities and workflow associated with overall departmental management.

Please consider my experience and qualifications for this position:

- Provide support for the administrative and managerial operations of the office
- Coordinates scheduling and communication with key university groups affiliated with the office
- Coordinates scheduling and communication for selected office personnel
- Undertake and support administrative tasks and facilitate grants management for the Office as needed
- Assist the Office with financial reconciliations and transaction management including purchasing, PaymentNet, petty cash, Invoice Payment Forms and Travel Expense Reports
- Schedules and coordinates OVPR meetings, seminars, receptions, and other events primarily for the Vice President of Research and Simone Center Director
- Perform other duties for the Vice President of Research and office as needed
- Expertise in various software packages, including Microsoft Office Products (specifically Word, Excel, PowerPoint), Outlook, and comfort with Internet Research

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

Sincerely,