

Student Office Assistant Cover Letter

55242 Johnston Route Lake Amalia, KS 19316-3453

Dear Frankie Robel,

Please consider me for the student office assistant opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for office coverage and reception to students and guests to the OARS office and other offices within the Office of Student Life (OSL).

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

- Seeking someone who has a positive attitude, demonstrates flexibility, and is a team player
- Knowledge of office computer applications important (Word, Excel, Powerpoint)
- Other administrative assignments as needed
- Good judgment, discretion, and maturity
- We are looking for professional, energetic, and courteous individuals who will enjoy interacting with students, parents, and staff
- General office hours are between 8 a.m
- Currently enrolled graduate students are highly preferred
- Strong interpersonal skills, oral and written communication skills, fluent in English

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Campbell Kutch