

Team Coordinator Cover Letter

47913 Gutkowski CovesKarinshire, ND 92380-3830

Dear Emerson Mueller,

I would like to submit my application for the team coordinator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for individual and group training on product assessment, troubleshooting, repair, installation, and warranty policies to Regional Managers, distributors, third party service providers, and customers.

Please consider my qualifications and experience:

- Completing administrative tasks for the team, such as event planning, processing invoices, booking travel, ordering supplies, making photocopies, preparing materials for meetings, shipping materials to operations
- Coordinating meals, beverages, and snacks as necessary for team meetings and events
- Acting as back-up for various team processes
- Prior experience utilizing an electronic medical record system and/or an automated scheduling system preferred
- Commercial awareness and results-driven
- Extensive Office software necessary (Word, Excel, Visio)
- Construction/Administration field desirable
- Able to adapt to rapidly changing and stressful situations

Thank you for your time and consideration.

Sincerely,

Lennon Ryan