

Temporary Administrative Assistant Cover Letter

9767 Tyree GlenWest Othaberg, OR 92300-5311

Dear Riley Schmidt,

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

In my previous role, I was responsible for support for all business correspondences utilizing word processing and spreadsheet software.

Please consider my qualifications and experience:

- Proficient using relevant computer programs (e.g., Outlook, MS Office, including Excel and PowerPoint)
- Excellent skills in MS Word, Excel and Outlook
- Coordinate travel approvals for the team
- Arrange travel reservations and prepare expense reports for the directors
- Manage all requests for staffing requisitions and maintain records of all contractors mandates and purchase orders
- Ensure budgetary follow-up, validate and submit Contractors and Consultants invoices for payment
- Support all other administrative functions for the team as they arise
- TRACK Experience highly preferred

Thank you for your time and consideration.

Sincerely,

Tatum Lang