

# **Temporary Administrative Assistant Cover Letter**

77639 Titus Station West Christianemouth, NY 35250

**Dear Robin Terry,**

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

In the previous role, I was responsible for complex screening, fielding, prioritizing of inbound communications via email, Microsoft Teams and Skype to resolve critical issues in a timely manner.

Please consider my qualifications and experience:

- Expert knowledge of office procedures
- Excellent PC skills – beginning level knowledge of Visio, intermediate level knowledge of Outlook, Excel, the Internet and advanced level knowledge of Word and PowerPoint
- Proactive approach to assignments and procedures
- Demonstrated communication (written and verbal) and analytical skills
- A sense of service, tact, and attention to detail
- Prior work experience in a university setting
- Experience working with NU Financials System
- Some college completion preferred with Business related course work

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

Sincerely,

Sam Kshlerin