

Temporary Administrative Assistant Cover Letter

695 Chanell WellWest Elli, MN 77606

Dear Lennon Cartwright,

I am excited to be applying for the position of temporary administrative assistant. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for additional departmental support such as: send faxes, make photocopies, order office supplies and maintains supply cabinet, maintain various database and spreadsheet files as requested.

Please consider my qualifications and experience:

- Proficient in Office Telephone Etiquette
- Skills in reading, spelling and simple arithmetic
- Skills in basic filing and record keeping
- Skills in the operation of a variety of office machines including, personal computers, telephones and copiers
- Proficient in working in Microsoft Word, Excel, Outlook and Windows
- UAccess Student
- Coordinate and assist with short term leasing agreements, tracking and reviewing milestones of lease agreements and updating as needed in SLIM or One World
- Handles meeting and conference logistics

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

Sincerely,

Zion Aufderhar