

# Temporary Administrative Assistant Cover Letter

65770 Fletcher Estate Port Bert, LA 71479-2198

**Dear Ari Haley,**

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

Previously, I was responsible for staff back up to applications processing office on an as needed basis in the area of email and phone inquiries, and document processing.

Please consider my qualifications and experience:

- May prepare and monitors budgets and project proposals
- Researches and compiles information for reports and presentations, including chart and graph preparation
- Manages office preparations
- Maintains calendar for one or several executives and ensures appropriate preparation for daily activities
- May coordinate domestic or foreign travel arrangements
- Leads meetings addressing specific operational issues and develops recommendations and action plans towards their resolution
- Assists in the administration and interpretation of policies and procedures for the organization and department
- May supervise and schedule clerical and secretarial staff, initiates paperwork for employee transactions, and assists in investigating and resolving employee issues or concerns

**I really appreciate you taking the time to review my application for the position of temporary administrative assistant.**

Sincerely,

Sam Abernathy