

Temporary Administrative Assistant Cover Letter

96409 Elois CourseLake Cammy, AZ 22761

Dear Finley Huels,

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

Previously, I was responsible for assistance to patrons with student email and self-service, Blackboard, document processing and lab supported hardware/software.

Please consider my qualifications and experience:

- Strong working knowledge with MS Office Applications (MS Word, Excel and PowerPoint)
- Excellent and efficient email and calendaring skills
- Proactive problem solver who is effective and efficient in the administrative process
- Knowledge of and experience with MS Office suites and Google Drive
- Experienced in secretarial and administrative work
- Proactive, willing to learn and take ownership
- Has provided administrative support to management
- Calendar management using Outlook

Thank you for taking your time to review my application.

Sincerely,

Parker Hickie