



# Jordan Alexis

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## Dear Hiring Manager

Hello, my name is Jordan Alexis, and I'm interested in filling your Office Assistant position. It may please you to know that I have experience in the following:

- Someone with experience working and understanding an office setting
- With two years of experience with handling information for clients.
- Intermediate experience in using Microsoft Office.
- Excellent oral and verbal communication.
- Handling social media
- Sorting and filing information
- Experience with handling and proofreading Docs/Timesheets

I would love to talk more about my experiences within the field so that you can better access my background.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,  
Jordan Alexis



Brooklyn NY



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