

Logan Kreun
4121 Quentin Ave
Saint Louis Park, MN 55416

Dear Hiring Manager,

As an incoming transfer student, it's important for me to have a job while I study in order to make ends meet. I am interested in this position as I feel that I can bring my skills and use them to better the department.

An administrative staff member must possess a strong collection of administrative skills, such as basic computer skills, working in customer service, and experience with phone communication. Through my previous experience with working as an administrative assistant, I have developed the necessary foundation for working administrative support. It has helped to make me proficient in Microsoft Office, as well as basic office tasks. It has also led me to engage myself and work collaboratively with others in order to get work done, as well as assist clientele in any way I am able to. Through my major of computer science, I am continuing to develop my technical skills to improve the efficiency and effectiveness of working with technology, which has helped to make me more detail orientated.

As an administrative staff member, I would bring together my technical skills, collaboration skills, and my communication skills to help the department, and ultimately help to improve the department as a whole.

I look forward to the opportunity to discuss my experiences and aptness for this position. Thank you for your time and consideration. I can be reached at 612-999-3990 or via email at kreun019@umn.edu. I look forward to future correspondence.

Sincerely,

Logan Kreun