Logan Kreun

4121 Quentin Ave

Saint Louis Park, MN 55416

July 24, 2019

Department of Medicine

401 East River Parkway

Minneapolis, MN 55455

Dear Hiring Manager,

I am writing to apply for the Student Admin/Support Services position with the Accounting Office. I am interested in working for this department for its work to aid the Department of Medicine, and its collective mission to improve people and communities’ health.

An administrative assistant 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 assistant, I would bring together my technical skills, collaboration skills, and my communication skills to help the Accounting Office, and ultimately help to improve the health and well-being of other people.

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](mailto:kreun019@umn.edu). I look forward to future correspondence.

Sincerely,

Logan Kreun