

Nicholas Kunz

YOUR FUTURE OFFICE ADMINISTRATOR?

mrnicholaskunz@gmail.com

1165 E. Pender St, Vancouver, BC.

+1 (509) 981-0333

[Page made just for this job \(click here!\)](#)

[LinkedIn](#)

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Design Office Part-Time Office Administrator Position

Dear Unnamed Design Office,

I am interested in the position your office has posted on Craigslist. I have a blend of skills from previous projects and employment that I feel would lend myself to being a valuable asset to your firm. I also have a lifestyle that dovetails well with your desired needs of apx. 3 hours per day, part-time. I find fulfillment in working towards desired outcomes with a group who all wish to succeed, personally and as a group.

I bring experience from many team projects from my roles in production, teaching, construction, and more. I enjoy finding solutions to problems, brainstorming outside of the box, and learning absolutely anything as long as it serves a practical purpose. My resume and portfolio show more design than administration work but many of the projects and positions I've held have included much in the way of admin. I often find myself in smaller companies with some form of "man-who-wears-many-hats" types of roles.

Per the requirements, I have over 1 year experience working in construction. I also have professional setting experience and some other odd jobs that didn't fit on the overly-stressed one page resume that may be of use, such as professional government/utility center customer service representative and more. I hope that, if you feel we might be a good fit for each other, we may meet to discuss more.

Thank you for your consideration,

Nicholas Kunz

I made a quick page to show some of the design experience I have, though I understand that this position is for admin, not design, which is perfect for me at the moment. [Please see it here.](#)