

Kirsten McCormick

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Dear Ms. Salucci,

I am writing in response to the Administrative Assistant/Business Services position posted online. I am very interested in this position and feel my experience and qualities make me a superior candidate for this position.

Through my experience working in Higher Education I have worked with various departments, organizations, and people in order to accomplish the tasks at hand. I am a hard worker who is very organized and can work well independently or with others. I am very responsible and can be trusted to get the job done. Specifically, in my role as the Director of Student Programs, I often had multiple programs and events occurring at the same time, and was able to successfully accomplish and execute those events. In my various roles planning and organizing both New Student Orientation as well as other campus wide events, I worked closely with various departments on campus as well as with outside organizations. My roles have required me to be an effective communicator both with my superiors but also with students, families, and co-workers. I have a strong ability to create order out of chaos, and then develop effective processes to accomplish the tasks at hand.

Thank you for your consideration of me for the position of Administrative Assistant/Business Services. I look forward to hearing from you soon. Please feel free to contact me via email at kirsten.mccormick11@gmail.com or by phone at 541-228-5979.

Sincerely,
Kirsten McCormick