

Tracey Britton 
Ms_TBritton@hotmail.com
Cellular Phone (901) 652-7931

To Whom It May Concern:

I am writing to you concerning my interest in a Customer Service or Office Administration position at your company. Please accept this cover letter as consideration for a position.

My acquired skills and experience is in the area of Office Management, Technical Communications and Customer Service. My administrative responsibilities in previous jobs have awarded me experience with assisting Executive Vice Presidents and other upper management personnel with administrative projects such as:

- Creation of sales proposals
- Generating territory leads for sales representatives
- Compiling and generating sales reports and spreadsheets using Microsoft Word and Microsoft Excel.
- Creation of presentations and slide shows using Microsoft Power Point.
- Creation of spreadsheets and office forms for sales tracking purposes and for other office specific purposes.
- Preparing/ Processing new hire and existing employee paperwork and reports.
- Management of purchase orders and vendor service requisitions.
- Coordination of branch office employment advertising.
- Coordination of employee workstation setup (computer/ telephones).
- Processing travel reimbursement expenditures for upper management and sales team.
- Coordination and set up of conference rooms for sales meetings and training.

As an entrepreneur, I have had the experience of owning and managing my own business. As a business owner, I have acquired skills and experience in the following areas:

- Public Relations/ Advertising
- Bookkeeping/ Accounting
- Billing

My attached resume outlines more details about specific duties and responsibilities I have mastered with my own business and with various companies throughout my career. In addition to my work experience, I have a thorough sense of urgency for deadlines, project management and completion skills, technical trouble shooting skills for different types of equipment, leadership, interpersonal and organizational skills. If offered the chance to fulfill an office or clerical administration position, the return on your company's investment would be excellent management of office operations and quality customer service.

Thank you for your time, efforts and consideration.

Sincerely,

Tracey Britton 