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To whom it may concern:

I am writing in response to your advertisement for administrative assistant- project coordinators. After reading your job description, I am confident that my skills are a perfect match for this position.

I have experience using a multi phone system and using Microsoft programs. I have been working in customer service for the last five years. I have experience greeting guests on the phone and in person. I have worked in a call center before. I am very friendly to guests and can handle any situation given. I also have experience in routing mail and making schedules. I am a very fast learner in anything new I am learning. I am very organized and finish projects given to me in a timely matter. I have handled cash transactions in my past experiences. I have dealt with many policies. I have also written memos to the employees I have supervised. I am familiar with confidential policies and am very confidential myself.

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 360-266-7345 or by e-mail at kenzieg7@msn.com I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Mackenzie Gilbertson