

Skylar Graham

575 North Field Road
Cincinnati, Ohio 45650
405-986-5873
Skylar_graham@gmail.com

Jessica Campbell
Executive Director, Student Affairs
Kent State University
800 E. Summit St.
Kent, OH 44240

August 4, 2018

Dear Ms. Campbell:

Please accept this letter for the Administrative Assistant position that I discovered through the Kent State University website. I graduated from Kent State University with a Bachelor of Business Administration in May 2010. Through my research of Kent State University, I was amazed at the Community Engaged Learning program and the impact it has on the community. I would love to work for an organization with an excellent reputation that promotes civic involvement.

I currently work at the University of Cincinnati as a Senior Secretary, where I support the Division of Academic Affairs. I've perfected my communication skills by delivering conference presentations and interacting daily with managers, coworkers and external businesses. I have also gained leadership experience by training and supervising student employees.

Additionally, I have gained extensive knowledge of accounting procedures and policies as a Bookkeeper at Cardinal Health. I developed analytical skills through creating reports and investigating data to troubleshoot future problems. I also planned events, drafted correspondence and maintained files through my work at Proctor & Gamble.

I would love the opportunity to meet with you in person to discuss the Administrative Assistant position. With my previous work experience and education, I believe I will be an asset to the team within Kent State University. Thank you for your time and consideration.

Sincerely,

Skylar Graham