

Angela Soriano

Dear Mr. Vasquez,

I am writing to express my interest in the Administrative Supervisor position at Afforda Merchant Services. With over 5 years of experience in administrative roles, I am confident that I possess the necessary skills and qualities to excel in this role.

As an Administrative Supervisor at my previous company, I was responsible for overseeing a team of 10 administrative staff members and ensuring smooth day-to-day operations. One of my biggest achievements was implementing new processes and systems that increased efficiency and reduced costs by 20%. This not only saved the company time and money but also improved overall employee satisfaction.

In addition to my experience, I believe my best qualities include strong leadership skills, attention to detail, and excellent communication abilities. I have a proven track record of effectively managing teams and delegating tasks to ensure timely completion of projects. My attention to detail has allowed me to identify and resolve issues before they become major problems. Furthermore, my communication skills have helped me build strong relationships with both colleagues and clients.

I am also proficient in various software programs such as Microsoft Office and QuickBooks. I am a quick learner and adapt easily to new technologies.

I am excited about the opportunity to join Afforda Merchant Services and continue to grow both personally and professionally. I am confident that my skills, experience, and achievements make me a strong candidate for this role.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team further.

Sincerely,

Angela Soriano

To

Robert Vasquez
Afforda Merchant Services

From

Angela Soriano
Administrative Supervisor