**Wolfie Seawolf**

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February 12, 2022

U.S. Department of Health and Human Services

Federal Building  
26 Federal Plaza  
New York, NY 10278

To: The Hiring Committee for the Senior Office Administrator Position

I am submitting my application for the Senior Office Administrator Position for the U.S. Department of Health and Human Services with great pleasure. I am currently a Masters’s student at Stony Brook University studying Public Policy, set to graduate in May 2022. With my experiences and strengths in administration, I am confident I am an excellent candidate for this position.

I have five years of administrative experience that taught me the importance of being diligent working with people while in a fast pace environment. I currently work as a Lead Office Manager at Lawson Firm LLC in Hauppauge, NY. Within my five years of working here, I have been responsible for maintaining efficiency and keeping track of numerous responsibilities. I kept records of legal transcripts and follow-up notes regarding cases in our office. In this role, I was able to implement a new filing system that allowed us to properly sort confidential information and organize law documents for future use. Furthermore, I trained new employees, supervised ten office managers,

As an individual who has had much experience in human resources and office administration, I am confident of meeting the requirements and demands of this position. Thank you for your time and consideration, and I look forward to speaking with you. Please feel free to call me at (917) 677-9988 or email me at [wolfie.seawolf@gmail.com](mailto:sarah.botsky@stonybrook.edu).

Sincerely,

Wolfie Seawolf

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