

# Sample Administrative Assistant Cover Letter

**From:** Tara Richardson  
3425 Hamfield Avenue  
Casper, Wyoming 35436  
+1 308-998-6329

[Date]

**To:** James Reynolds  
634 Lockstile Way  
Casper, Wyoming 48503

**Dear Mr. Reynolds,**

Please accept my enclosed application for the position of administrative assistant at ABC Consulting. Having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skill set match the requirements you're looking for.

At my current company, Redford & Sons, I am valued by the CEO and his staff as a critical support pillar for the team—keeping meetings, papers, travel arrangements, and office items organized at all times. I have spearheaded the effort to “go digital” for almost all planning and paperwork, increasing office efficiency to the point of saving \$3,000 per year in contracted labor expenses. Allow me to highlight three bullet points from my resume that I believe demonstrate why I am the perfect candidate for this position:

- Trained two administrative assistants during a period of company expansion, ensuring that they pay explicit attention to company policies and minute details;
- Maintained utmost discretion when dealing with sensitive topics;

# Writing Sample For Administrative Assistant Position

**Rebecca Borders,C. C. Dockery**



## **Writing Sample For Administrative Assistant Position:**

**College Mentoring Handbook** James L. Gray, EdD, 2016-02-27 The Mentoring Handbook invites students to experience the power of learning by adopting the self directed learning approach to college Eleven mentoring lessons are presented that reveal winning strategies and conceptual insights on how a student can liberate him or her from the role of passive learner and take personal responsibility for active learning instead of being fed by faculty The author demystifies the degree and the GPA as the end game of college illustrating to students how not to let college get in the way of a good education which ultimately is to enhance employability potential and build work readiness skill sets Most important the mentoring lessons will help students reframe the purpose of college and use the learning experience to transform themselves as competitive job seekers in a murky job market and an uncertain economic landscape As they rethink the outdated traditional instructor driven education college model that they have fallen victim to they become empowered to take control of their professional growth and career aspirations

**1,001 Phrases You Need to Get a Job** Nancy Schuman, Burton Jay Nadler, 2012-04-18 Find the right words for the best job It s not enough to have the talent and experience to land the right job you have to be able to put that talent and experience into words With just the right phrase you can highlight your achievements in your resume make the cover letter pitch that sets you apart from the crowd and underscore your unique skill set in the interview that lands you the job In 1 001 Phrases You Need to Get a Job employment gurus Nancy Schuman and Burton Jay Nadler show you how to walk the walk and talk the talk you need to win the job you want

**Clearinghouse Review** ,1996 The Hill ,1996 The Capitol newspaper *Paralegal Career For Dummies* Scott A. Hatch, Lisa Zimmer Hatch, 2011-03-03 Apply important legal concepts and skills you need to succeed Get educated land a job and start making money now Want a new career as a paralegal but don t know where to start Relax Paralegal Career For Dummies is the practical hands on guide to all the basics from getting certified to landing a job and getting ahead Inside you ll find all the tools you need to succeed including a CD packed with sample memos forms letters and more Discover how to Secure your ideal paralegal position Pick the right area of the law for you Prepare documents for litigation Conduct legal research Manage a typical law office Sample resumes letters forms legal documents and links to online legal resources Please see the CD ROM appendix for details and complete system requirements

**Paralegal Career For Dummies** Lisa Zimmer Hatch, Scott A. Hatch, 2024-12-24 The verdict is in this is the must have resource for aspiring paralegals everywhere Looking for a new lucrative and rewarding career in the legal field Have you considered becoming a paralegal In Paralegal Career For Dummies you ll find everything you need to know about how to begin an exciting new chapter in your professional journey This hands on guide walks you choosing what type of law firm you should work in becoming certified and networking with others in the field It s also full of the legal concepts and procedures you need to understand to succeed in this area including legal drafting research interviews and more Plus go online for a treasure trove of complimentary online resources such as forms templates and

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## Reviewing **Writing Sample For Administrative Assistant Position**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Writing Sample For Administrative Assistant Position**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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