

Sample Administrative Assistant Cover Letter

From: Tara Richardson
3425 Hamfield Avenue
Casper, Wyoming 35436
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[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

Michael Seilmaier



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