Dear Hiring Manager,

I am writing to express my interest in the Administrative Assistant Intern position at Life Preservers First Aid. I recently came across your job posting and was immediately drawn to the opportunity to contribute my adaptiveness, communication skills, and previous administrative experience to your company. With my solid background in customer service and a passion for helping others, I am confident that I would be a valuable addition to your team.

During my experience as an Administrative Assistant at SINAUTO Canada Inc., I demonstrated my adaptiveness and ability to multitask by cold emailing potential clients, maintaining accurate information in our CRM system, and performing various administrative duties. My experience managing the Kitsilano Secondary School Store also highlights my ability to work effectively in a team environment. I successfully managed a store that served over 1500 students and staff, facilitated communication between managing teachers, store managers, and student workers, and provided excellent customer service.

In addition to my experiences, I also have a strong foundation in critical thinking and problem-solving, which will enable me to quickly adapt to the responsibilities of my role. My exceptional teamwork and communication skills will contribute to my ability to support instructors, manage customer inquiries, and handle order entries. In addition to being fluent in Mandarin and being able to hold a conversation in French, I am proficient in Microsoft Office and have experience working with confidential information. I am eager to bring my excellent communication and interpersonal skills to the table in providing excellent customer service to your customers.

I am excited about the opportunity to join Life Preservers First Aid and contribute to the growth and success of your company. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications for the position further.

Sincerely,

Marshall Xie