

Sparky Sun Devil

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April 1, 2020

Arizona State University
1100 Sun Devil Lane
Tempe, AZ 85287

Dear Hiring Committee,

Please accept this cover letter and attached resume as an indication of my sincere interest in the Administrative Assistant position at Arizona State University. I was excited to find the position on the ASU Human Resources website. I am a dedicated, highly organized professional with skills in providing direct administrative support. The position is one where I would not only contribute to the work you are currently doing, but where I could continue to learn and grow as a professional.

While reviewing your website and job position, I was happy to see that your department focuses on the importance of equipping and preparing students for post-graduation. Additionally, I was drawn to Arizona State University because of your emphasis on impacting the economic, social, cultural, and overall health of the communities you serve. I truly value giving back to my Alma mater which has greatly served me.

I am particularly interested in this position because of my experience working as an Administrator within Organization Name. As an administrator, I have learned the importance of collaboration and partnership. I had the privilege of working closely with the executive director in our department. Through that experience, I gained a greater understanding of the importance of building relationships with others in and outside of my office to complete the task at hand effectively. I have excellent skills when it comes to managing financial records, overseeing staff schedules, and planning events.

As a result of my educational and professional experiences, I have developed the written and verbal communication abilities as well as the innovative thinking necessary to be an impactful Administrative Assistant. I am eager to learn from the dynamic staff at Arizona State University. I look forward to talking with you about the opportunity. Thank you for your time and consideration, and I look forward to hearing from you soon. I can be reached at sparkysundevil@asu.edu or phone at (804) 803-1234.

Sincerely,

SIGN NAME HERE

Sparky Sun Devil