ADMINISTRATIVE ASSISTANT COVER LETTER SAMPLES

Sample 1

Dear Mr. Healy:

Upon review of your posting for an Administration Assistant, I was eager to submit my resume for your consideration. As a highly organized and efficient professional with strong administrative support experience and superior interpersonal talents, I am prepared to significantly contribute to your company’s goals.

My background includes more than 14 years of experience driving organizational efficiency and maximizing productivity in various administrative support roles for both large companies and small businesses. From managing inventories and generating reports to coordinating projects and providing outstanding customer service, I excel at prioritizing tasks, collaborating with peers and management teams, and enforcing effective communication and organizational procedures.

Highlights of my experience include…

Performing a broad range of administrative activities—including records and data management, inventory tracking, archiving, data entry, reception, and report generation—while adhering to internal policies, procedures, and regulations.

Coordinating and scheduling conferences, business / social events, and board meetings, including handling travel and logistical arrangements.

Demonstrating a steadfast commitment to providing outstanding support within fast-paced, customer-facing environments while streamlining operations and achieving organizational success.

Excelling at balancing multiple tasks while providing top-level organization, interpersonal, and communication skills.

My skills in general administration and organization, along with my dynamic collaborative abilities and my positive attitude and work ethic, position me to excel in this role, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be most welcome.

Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Bonita J. Campbell

Sample 2

Susana Mascarenhas

555-555-5555

hello@kickresume.com

DeMask Corporation

San Diego, United States

04/09/2019

Application for the position of Administrative Assistant

Dear Sir/Madam,

I am sending you this letter in reference to the job posting you have made for the Administrative Assistant position at your company. I am confident that my experience in the business office environments, achieved education, and relevant skills would be a great contribution to your team.

I am a dedicated and qualified professional with a Business & Management degree from a well-known university and Business Office Management certification. During my studies, I have learned how to think critically, analyze problems, and develop modern solutions. Besides marketing, sales, and finance, I offer an extensive knowledge of other fields, such as operations and human resources management. Therefore, I can be a part of and am able to provide support an assistance to employees in various departments.

At the Tatitlek Corporation, I was known for an excellent work ethic and a highly professional attitude. During my time there, I gained a valuable experience in coordinating various daily office activities, conducting detailed cost analysis, and assisting in the payroll management. I won the Employee of the Month Award and was recognized by executives multiple times for constantly achieving exceptional results.

What's more, I also have an experience in social media, as from 2011-2012, I worked as a Social Media Account Manager at my high school. Some of the main duties included the creation of digital content, management of team meetings, production of articles and blog posts, and collaboration with other students and teachers. These and many other achievements prove that I am an excellent communicator, an effective leader, and a pro-active person who is able to work and perform well independently or in a team.

I hope to hear from you soon.

Sincerely,

Susana Mascarenhas

Sample 3

Dear Ms. Woods,

Since my childhood, I have experienced a deep pleasure in keeping every plate spinning.

When a Spike employee requests administrative assistance, they need to know that you will not only complete what they ask, but also do it to the very highest standard. This requires practiced organizational skills, mental agility and a singular focus on tasks. In my five years of admin experience, I have never missed a deadline and always received the best appraisals for quality of work. Admin assistants need to get things done and do them well.

You expect your administrative assistants to be familiar with the latest technology, utilize the most cutting-edge communication methods and organize their time so that they can be of the most use to the most people. My weekly productivity blog has 5,500 subscribers, so the latest thinking and practice is not foreign to me.

Five years of administration experience make me the perfect candidate:

* Exclusive experience in consumer fashion. I know the demands of the industry.
* Work ethic – complete 80-100 individual tasks a day – I just love ticking them off.
* Ambitions to grow. Am about to complete a distance learning business degree.

Busy days put a smile on my face. When tasks are coming at me thick and fast, I don’t let anything drop off the table unless I know that I have done my best. In my role as an administrative assistant, adopting a service-first attitude with all those I work with helps me to make their working days more successful by filling in the gaps.

If I have the skills to do a great job, there is no task that I would not take on. If I don’t possess the skills, I will learn them or ask someone else to help me.

If it sounds like I might be able to make a difference to your Spike family, I would be grateful if you would consider my application. I hope to be a value-added and reliable addition to your administrative team.

Sincerely,

Daniel Murray

Sample 4

Dear Ms Graham,

After reading your job advert on the Dayjob.com website, I believe that you are looking for an outstanding Administrative Assistant like me to join your winning team. My background, qualifications and ability to provide the highest level of clerical support to fellow colleagues makes me an ideal an ideal candidate for your position.

For the last two years I have been employed as an Administrative Assistant by Midland Electrics. From my employment I have gained experience of all of those areas that you want a candidate to be competent in, namely; managing complex diaries, arranging meetings, taking minutes, meeting visitors and distributing mail. My other key strengths include, but are not limited to;

* Composing quality correspondence, memos, reports and graphic presentations.
* Ensuring high standards of written communication both in spelling and grammar.
* Remaining focused and able to work through distractions.

In addition to the above, I am an outstanding communicator who is able to liaise with people at all levels both professionally and on a personal level.

I would also like to mention that I am particularly attracted to working for your company because of its reputation for being an above average company that only employs the best.

Further details of my accomplishments and achievements can be found in the resume that came attached with this letter. If after reading it you think that an interview will be in order then please do not hesitate to contact me to arrange one.

Thank you very much for taking the time to review my application.

Yours sincerely,

Name

Sample 5

[Today’s Date]

[341 Company Address

Company City, State xxxxx

(xxx) xxx-xxxx

hiring.manager@mail.com

Dear [Mr./Ms./Mrs.] [Hiring Manager’s Name],

Please accept my enclosed application for the position of at [Company Name]. Having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skillset 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 assistants during a period of company expansion to ensure attention to detail and adherence to company policy
* Maintain utmost discretion when dealing with sensitive topics
* Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management.

My resume goes into more detail about my daily job duties and achievements during my tenure as an administrative assistant at two companies. However, I believe that these bullet points demonstrate that I have the ability to perform the major duties, and train others in how to perform in this role effectively, should the need arise.

I would love to have to opportunity to join the team at [Company Name] and use my skills to create an efficient and stress free office environment for your executives. I believe I can meet and exceed the expectations you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Sincerely,

[Your Name]