

(Date)

(Name of Hiring Authority, Title)  
(Name of Company)  
(Address)  
(City, State Zip)

Dear (Mr. or Ms.)(Last Name):

I read your advertisement for an *Administrative Assistant* with great interest and enthusiasm, as my skills and qualifications match your requirements for this position. Therefore, I am submitting my résumé for your review and consideration. Please allow me to explain briefly the contribution I would make with your organization.

Throughout my 20+-year career as an administrative assistant, I have demonstrated proficiency in all core office administration functions, including document preparation, internal/external communications, data and records management, meeting scheduling, and task prioritization. In short, I can manage the office without supervision, juggle multiple tasks effectively, and maintain confidentiality with highly sensitive materials and matters.

*In addition, I have experience in supervising staff and working with high net worth clients, both of which require extra attention to the "people management" side of business. Through successfully managing both internal and external relationships, I have accelerated the achievement of goals and positioned myself as a valuable resource in a variety of situations.*

I would bring to your district not only these administrative skills, but also a positive, cooperative attitude that I have displayed throughout my career. I maintain calm under pressure and adapt to meet the unique needs of each organization.

Again, my résumé will detail the required skills and background you seek. I would welcome the opportunity for an interview at your convenience, and I thank you in advance for your time and consideration. I can be reached at (443) 000-0000 or (410) 000-0000. I can also be reached by way of email at: Terriobrien123@yahoo.com.

Sincerely,

Terri O'Brien  
Enclosure

***SAMPLE ADMINISTRATIVE ASSISTANT COVERLETTER***

# **Sample Letter Of Interest For Administrative Assistant**

**S Marginson**



## **Sample Letter Of Interest For Administrative Assistant:**

## Unveiling the Power of Verbal Art: An Psychological Sojourn through **Sample Letter Of Interest For Administrative Assistant**

In some sort of inundated with screens and the cacophony of immediate communication, the profound power and emotional resonance of verbal beauty usually disappear in to obscurity, eclipsed by the continuous onslaught of noise and distractions. However, located within the musical pages of **Sample Letter Of Interest For Administrative Assistant**, a charming perform of fictional splendor that pulses with raw emotions, lies an memorable journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, that magical opus manuals readers on a psychological odyssey, gently exposing the latent possible and profound impact stuck within the complicated internet of language. Within the heart-wrenching expanse with this evocative evaluation, we shall embark upon an introspective exploration of the book is main styles, dissect their charming publishing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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