

(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

R Bogdan



Sample Letter Of Interest For Administrative Assistant:

Embracing the Tune of Expression: An Psychological Symphony within **Sample Letter Of Interest For Administrative Assistant**

In a global consumed by displays and the ceaseless chatter of instantaneous communication, the melodic splendor and emotional symphony developed by the written word usually diminish in to the back ground, eclipsed by the persistent noise and interruptions that permeate our lives. But, set within the pages of **Sample Letter Of Interest For Administrative Assistant** a wonderful fictional treasure full of raw thoughts, lies an immersive symphony waiting to be embraced.

Constructed by an elegant musician of language, this interesting masterpiece conducts viewers on an emotional journey, well unraveling the concealed songs and profound influence resonating within each cautiously constructed phrase. Within the depths of the poignant analysis, we can investigate the book is key harmonies, analyze its enthralling publishing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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