

(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

Adams Media TBD



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Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book BookViews.com

The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter **Written**

Communication In English - SBPD Publications Sanjay Gupta, Amit Ganguly, 2021-11-02 UNIT I 1 Note Making and Bulleting 2 Comprehension 3 Precis Writing UNIT II 4 Report Writing 5 Status Report 6 Analytical Report 7 Inquiry Report 8 Newspaper Report 9 Business Report UNIT III 10 Official Correspondence 11 Application Letters 12 Cover Letters 13 Memorandum MEMO 14 Demi Official Letters 15 Business Letters 16 Persuasive Letters Sales Letters and Collection Letters 17 Claim Letters 18 Adjustment Letters 19 Credit Letters 20 Banking and Insurance Correspondence 21 Quotation and Order

Letters 22 Enquiry Letters 23 Good and Bad News Letters 24 E mail Correspondence **Winning Cover Letters** Robin Ryan, 2002-11-29 Robin Ryan is the hottest career expert in America today Susan Cowden TV anchor NW Cable News LAND YOUR DREAM JOB WITH THE PERFECT COVER LETTER With the expert advice of Robin Ryan one of America's top career coaches thousands of job hunters have beaten the competition and landed their ideal jobs Her innovative and simple step by step plan incorporates the results of an extensive nationwide survey of hiring managers and human resources personnel to offer proven world class job hunting techniques and strategies You'll create powerful attention grabbing letters avoid costly mistakes and learn to sell yourself and your skills to the employers you want to work for With Ryan's popular and highly effective Power Impact Technique™ you'll have employers hunting you This newly updated Second Edition features even more Winning Cover Letters examples of what not to do and new chapters on using the Internet marketing yourself and much more Fatal mistakes to avoid as viewed by human resources professionals who've seen it all World class cover letters that landed interviews and jobs Exercises to help you assess your skills and accomplishments The writing technique selected by 96% of hiring managers as their preferred style A new special section for top executives including CEOs presidents and vice presidents New advice for those in the creative arts new graduates volunteers and career changers Tips on writing target letters to catch the eye of the employers you want to work for This book is a major breakthrough teaching you how to easily write effective cover letters that employers will respond to Mark Tranter founder America4Hire By far this is the best book ever written on writing cover letters Sandy Dehan HR Manager Fortune 500 company My dream job called after I mailed my first cover letter I landed the job and owe it all to Robin Ryan's effective techniques Marianne Jones client

Adams Cover Letter Almanac Richard J Wallace, 2006-02-15 A sure cure to job seeker's writer's block The Adams Cover Letter Almanac Second Edition is the most comprehensive guide available for creating an attention getting cover letter This easy to use volume is packed with sample cover letters that can be easily customized to match the needs of any job

seeker whether you're new to the job market an experienced professional changing careers or reentering the workforce

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Cover Letters For Dummies Joyce Lain Kennedy, 2009-01-06 Cover letters are alive and sell. When they're written right, that is. To stand out in today's sea of qualified job seekers, learn to craft riveting new breeds of cover letters, create vibrant images online, and discover sensational self-marketing documents you never imagined. This completely revised and updated 3rd Edition of *Cover Letters For Dummies* brings you all this plus over 200 great new samples by 62 successful professional cover letter/resume writers. You've probably suspected that passive and sleepy cover letters merely hugging resumes won't get you where you want to go. Especially in a shaky job market, the verdict's in. Since the last edition of *Cover Letters For Dummies*, blazing fast change in tools, technology, and how hiring managers come calling, and how we invite them to look us over, means big dramatic changes in our job messages. In this exceptional handbook of contemporary job messages, you'll discover fresh ways of thinking about cover letters that captivate an entire team of new style job messages.

The Damn Good Resume Guide, Fifth Edition Yana Parker, Beth Brown, 2012-05-22 One of the best-selling resume books of all time and a trusted resource for job seekers for nearly three decades, this edition of *The Damn Good Resume Guide* has been completely revised and updated for today's marketplace. One of the best-selling resume books of all time and a trusted resource for job seekers for nearly three decades, this edition of *The Damn Good Resume Guide* has been completely revised and updated for today's marketplace. *The Shortest Distance Between You and Your Next Job* For hundreds of thousands of job seekers, *The Damn Good Resume Guide* has been the go-to resource for writing and refining their resumes to damn near perfection. Filled with savvy advice and written in a straightforward, user-friendly style, *The Damn Good Resume Guide* will help you zero in on that dream job, then craft a winning resume that gets your foot in the door. This tried and true best seller

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Practice Management for the Dental Team E-Book Betty Ladley Finkbeiner, Charles Allan Finkbeiner, 2019-08-21 NEW Content includes the latest information on alternative workforce models dental insurance and reimbursement production and inventory planning UPDATED Art program with modern illustrations and photographs helps you to understand today's office environment tools and equipment EXPANDED and IMPROVED Test Bank with cognitive leveling and mapping to the Dental Assisting National Board DANB test blueprint *Peterson's Graduate Programs in Business, Education, Health, Information Studies, Law & Social Work 2012* Peterson's, 2012-05-15 Peterson's Graduate Programs in Business Education Health Information Studies Law Social Work 2012 contains a wealth of info on accredited institutions offering graduate degrees in these fields Up to date info collected through Peterson's Annual Survey of Graduate and Professional Institutions provides valuable data on degree offerings professional accreditation jointly offered degrees part time evening weekend programs postbaccalaureate distance degrees faculty students requirements expenses financial support faculty research and unit head and application contact information There are helpful links to in depth descriptions about a specific graduate program or department faculty members and their research and more Also find valuable articles on financial assistance the graduate admissions process advice for international and minority students and facts about accreditation with a current list of accrediting agencies **Knock 'em Dead Cover Letters** Martin Yate, 2016-11-04 Cover letters that get noticed get read and get the interview In the newest edition of his classic cover letter guide job search expert Martin Yate shows you how to dramatically increase your chance of landing an interview The key as Yate explains is to use language drawn from the job posting itself words that will send your application to the top of database searches In this completely updated guide you'll find numerous sample cover letters along with Yate's tried and proven methods to Determine relevant keywords to get attention and use them effectively Clearly display your personal brand and the transferable skills you bring to the job Find the right contact information that gets your material in front of decision making managers and recruiters Use social media sites such as LinkedIn to create an effective online profile and build professional and personal networks With Martin Yate's expert advice you'll create unique and compelling cover letters that will grab employers' attention and get you in the door

Administrative Assistant's & Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2004 The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition *Finding a Job Worth Having, 4th Edition* Vicki Lind, MS, Cynthia Dettman, JD, MSW, 2012-06-29 This expanded handbook will help people find a meaningful career direction in Portland's bustling job market If you are wanting to explore a brand new career this book is for you Appendices give special attention to creative health care education social justice and sustainability communities Graduate Programs in Business, Education, Information Studies, Law & Social Work 2014 (Grad 6) Peterson's, 2013-12-20 Peterson's Graduate Programs in Business Education Information Studies Law Social Work 2014 contains comprehensive profiles of more than 11 000 graduate programs in disciplines such as accounting finance business administration management education human resources international business law library information studies marketing social work transportation management and more Up to date info collected through Peterson's Annual Survey of Graduate and Professional Institutions provides valuable data on degree offerings professional accreditation jointly offered degrees part time evening weekend programs postbaccalaureate distance degrees faculty students requirements expenses financial support faculty research and unit head and application contact information There are helpful links to in depth descriptions about a specific graduate program or department faculty members and their research and more Also find valuable articles on financial assistance the graduate admissions process advice for international and minority students and facts about accreditation with a current list of accrediting agencies Cover Letters That Knock Em' Dead-1998 Adams Media TBD, 1997-01-01 Cover Letters That Knock Em' Dead has the final word on not just how to write a correct cover letter but how to write one that offers a powerful competitive advantage in today's tough job market Dedicated web site www.knockemdead.com *Hearings* United States. Congress. House, 1963 **Public Works Acceleration Act- 1963. Hearings ... 88-1** United States. Congress. House. Public Works, 1963 Hearings Before the Subcommittee on Public Buildings and Grounds of the Committee on Public Works, House of Representatives ... United States. Congress. House. Committee on Public Works, 1947 Public Works Acceleration Act, 1963 United States. Congress. House. Committee on Public Works, 1963 **Bringing Home the Gold Grades 9-12** John S. Morton, Mark C. Schug, 2001 This publication contains the student activities for Bringing Home the Gold **Graduate Programs in the Humanities, Arts & Social Sciences 2015 (Grad 2)** Peterson's, 2014-11-25 Peterson's Graduate Programs in the Humanities Arts Social Sciences 2015 contains details on more than 11 000 graduate programs of study across all relevant disciplines including the arts and architecture communications and media psychology and counseling political science and international affairs economics and sociology anthropology archaeology and more Informative data profiles include facts and figures on accreditation degree requirements application deadlines and contact information financial support faculty and student body profiles Two page in depth descriptions written by featured institutions offer complete details on specific graduate programs schools or departments as

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Proof of Lemma 1.4: For clarity, the point should be called y , instead of x ...