

(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

PT Brinkman



Sample Letter Of Interest For Administrative Assistant:

Decoding **Sample Letter Of Interest For Administrative Assistant**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Letter Of Interest For Administrative Assistant**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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