

(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

G Orfield



Sample Letter Of Interest For Administrative Assistant:

Enjoying the Beat of Expression: An Mental Symphony within **Sample Letter Of Interest For Administrative Assistant**

In a global taken by screens and the ceaseless chatter of immediate conversation, the melodic beauty and mental symphony created by the written word usually fade in to the background, eclipsed by the constant sound and disruptions that permeate our lives. Nevertheless, located within the pages of **Sample Letter Of Interest For Administrative Assistant** a marvelous literary value overflowing with organic emotions, lies an immersive symphony waiting to be embraced. Constructed by an outstanding composer of language, this interesting masterpiece conducts readers on an emotional journey, skillfully unraveling the hidden songs and profound affect resonating within each carefully crafted phrase. Within the depths of the touching review, we will discover the book is main harmonies, analyze their enthralling publishing fashion, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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