

Administrative Assistant Cover Letter Template

Sally A. Job

Administrative Assistant / Executive Secretary

212 Maple Drive, My City, N.J. 07077 (973)555-1212

January 1, 2015

Mr. Hiring Executive
Executive's Title Here
Company XYZ
1001 Company Avenue
Their City, N.J. 07000

Dear Mr. Executive:

I have combined my top secretarial schooling, organizational skills, and attention to detail, to help senior-level executives remain focused on their jobs as corporate leaders, and not worry about their individual schedules or commitments. By partnering with executives and working with them as a team, I've been rewarded with increasing responsibilities, a series of promotions and a very competitive salary package.

I am bringing to your attention my achievements, organizational and networking skills so that we can discuss my joining Company XYZ as an administrative assistant or executive secretary.

Major accomplishments include:

- Worked with vice president of operations to develop presentations outlining issues with present organization and a proposal for organizational design.
- Organized administrative assistants into a team that updated the daily activities of the workgroup. This included mail routing, meeting protocols, and scheduling of resources such as conference rooms.

I look forward to meeting with you to discuss how I can use my administrative skills to help your leaders obtain their goals of accelerated earnings growth, and ensuring your company's ongoing success.

Sincerely,

Sally A. Job