

Your Name

142 Your Address
Your City, State, xxxxx United States
(xxx)xxx-xxxx
your.email@gmail.com

[Today's Date]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Ms./Mrs. [Hiring Manager's Name],

Please accept my enclosed application for the position of administrative assistant at [Company Name]. Having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skillset match the requirements you're looking for.

At my current company, Redford & Sons, I am valued by the CEO and his staff as a critical support pillar for the team, keeping meetings, papers, travel arrangements, and office items organized at all times. I have spearheaded the effort to "go digital" for almost all planning and paperwork, increasing office efficiency to the point of saving \$3,000 per year in contracted labor expenses. Allow me to highlight three bullet points from my resume that I believe demonstrate why I am the perfect candidate for this position:

- Trained two administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Maintain utmost discretion when dealing with sensitive topics
- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management.

My resume goes into more detail about my daily job duties and achievements during my tenure as an administrative assistant at two companies. However, I believe that these bullet points demonstrate that I have the ability to perform the major administrative assistant duties, and train others in how to perform in this role effectively, should the need arise.

I would love to have the opportunity to join the team at [Company Name] and use my skills to create an efficient and stress free office environment for your executives. I believe I can meet and exceed the expectations you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Best,
[Your Name]