

Cover Letter Administrative Sample

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Nancy Odell
Student Services Officer
School of Graduate Studies
63/65 St. George Street
Toronto, Ontario M5S 2Z9

RE: Student Services Assistant – 0600393

Dear Ms. Odell,

As an Administrative Assistant with the Faculty of Medicine, I have worked successfully, for over two years in the realm of student services. In reviewing your advertisement, it appears that my experience is in line with your requirements and would prove to be an asset to your office. I am confident that the transition would be seamless, as I have already acquired the necessary knowledge and customer service skills required to excel in this position. My achievements include the following:

- Oversee the day-to-day activities in the office and ensure that inquiries from current and prospective students are answered and issues are handled accordingly.
- Approve and enroll students on ROSI; prepare and maintain their files and assemble their course timetables.
- Have consistently demonstrated commitment and initiative when dealing with students and genuinely care about assisting them as best I can.
- Due to the high-volume nature of the office have developed exceptional organizational skills and the ability to keep calm when there are multiple tasks and deadlines to be met.
- Utilize strong attention to detail when processing hundreds of applications a day.
- High degree of computer literacy in word processing, spreadsheets, data management programs and web applications.
- In the span of one year, promoted to a new position with increased responsibility as a result of dedication and usefulness to the office.

My resume provides more insight into my student services and administrative background and how it relates to your needs. I look forward to meeting with you and learning more about the position. I can be reached at 416-978-6666 or julie.zhang@utoronto.ca. Thank you for your time and consideration.

Sincerely,

Julie Zhang