

# Administrative Coordinator Cover Letter Sample 1

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**Cayley Evans**

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**Mr. Charles Rutherford**

**Jordan Scott Marketing Company**

168 Center Street, Great Falls, Montana, 98741

Dear Mr. Rutherford,

I recently came across your ad for an administrative coordinator in the *Great Falls City Star* newspaper, and based upon my 10 years of experience, I feel that I would be a perfect fit for the role. As my attached resume demonstrates, most of my previous experience has been in the marketing industry, and I hold a 2007 Bachelor of Arts degree in Business Administration from the University of Montana. My history has consistently required providing proactive and reliable executive-level support.

On a weekly basis at my current position, I am responsible for organizing staff schedules. I also coordinate inventory, and am in charge of making sure all supplies are ordered. The marketing staff and I work closely together as a team in order to coordinate all of the work needed to complete a project. The collection of data for reports and presentations is also under my list of daily duties.

My current position allows me to handle the entirety of training for new administrative personnel. Another primary achievement has involved creating a more efficient database using Microsoft Word. This has decreased production time when composing letters, mailings, forms, and other documents. I've also been responsible for examining the general accounting functions, and have been able to introduce systems which have resulted in fewer mistakes.

Throughout my time at my current position, I have relied upon my skills in Microsoft Office, including Word, Excel, and PowerPoint. I've also demonstrated significant skills in schedule management, problem resolution, and analyzing reports. My training skills are utilized at least once every quarter, when we add new employees. If you were to inquire from my employers, they would hastily agree that my abilities in documentation and teamwork consistently rise above and beyond what is required.

Please review the resume I have attached to this cover letter, as it includes a greater level of detail about my work history, skills, and responsibilities. I truly feel that my past experience and education make me an excellent candidate for your position, and I would love an opportunity to discuss how I can benefit your organization in person.

Sincerely,  
Cayley Evans