**Administrative Assistant Cover Letter Sample 1**

**Wayne J. Johnson**  
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*mr.johnson.wayne@email.com*  
570 – 882 – 7653

**Mrs. Jane Violet**  
**Director of Human Resources, Terry Morgan Inc.**  
703 S Elmer Ave Suite 116, Sayre, PA 18840

Dear Mrs. Violet,

Enclosed in this cover letter you will find my resume, which, in my opinion, exhibits the sum of my experience as an administrative assistant and operations manager.

In hindsight, I believe that my expertise in this field, accumulated over a period of 5 years at JHA Companies, makes me a particularly strong candidate for the position of administrative assistant at your company.

As an employee, I can describe myself as being outspoken, rational, with a true knack for solving challenging problems. The other qualities that recommend me for a position at your company are self-dependence, client-orientation, and detail-orientation.

In addition, I also possess extensive knowledge of working with Word, Excel, PowerPoint, and can quickly learn how to adapt to more specialized software.

It would be a great pleasure to meet with you to discuss the specifics of the job. If you wish to contact me in order to arrange an interview, please feel free to get in touch with me at the phone number or the e-mail address listed above.

With anticipation,  
Wayne J. Johnson