**Administrative Assistant Cover Letter Sample 2**

**Ernestine J. Cornish**  
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615 – 727 – 0906

**Daniel Miner**  
**Human Resources, Vero Business Capital**  
813 Ridge Lake Blvd, Memphis, TN 38120

Dear Mr. Miner,

I am writing to you in response to the job advertisement posted on Indeed. As a highly competent and skilled administrative assistant, I believe that I would make an excellent addition to your company.

Currently, am I employed at Innovative Business Products, occupying the position of administrative assistant. As part of my job description, I am comfortable working in a competitive environment, and successfully collaborating with my team members or with clients in order to expedite a project.

My qualifications include proficiency in working with MS Office, sorting correspondence, ensuring that the office is adequately supplied, as well as answering phone calls and replying to e-mails. I am also good at data analysis, preparing materials for meetings and presentations, creating daily and monthly reports, and organizing and optimizing the manager's daily/weekly agenda.

I would also like to state that I am enterprising, energetic, and can adapt quickly to any type of workflow. Without a doubt, with the qualifications mentioned above, I believe that I will make an excellent addition to your company.

Consequently, I am eager to hear from you at your earliest convenience. If you wish to contact me in order to arrange a meeting, please feel free to use any of the two contact details supplied above.

Respectfully,  
Ernestine J. Cornish