**Administrative Assistant Cover Letter Sample 3**

**Jason Jackson**  
3839 Hidden Meadow Drive, Kulm, North Dakota 58456  
*Jackson.Jason@email.com*  
701 – 746 – 9202

**Mr. Maximiliam Friedrich**  
**Human Resources, Arctic Electric**  
7661 Highway 56, Kulm, ND 58456

Dear Mr. Friedrich,

If you feel that your current administrative chores are a nuisance, and you want them handled with the utmost professionalism and promptitude, I am confident that you will find my experience and services suitable for your company.

I have an impeccable record when it comes to handling the most difficult of office tasks, and am proficient when it comes to working with computers and specialized software. Furthermore, I also possess strong interpersonal skills, which allow me to negotiate with any customer successfully.

I am also a good team player, have a great eye for detail, and can perform above and beyond my duty, even in a high-stress environment.

In my opinion, given the skills and qualifications mentioned before, and my competitive and compelling personality, I believe that I will make an excellent addition to your company. To this end, together with my cover letter, I have also enclosed my resume, and I am eager to hear from you at your earliest convenience.

Sincerely,  
Jason Jackson