

Administrative Assistant Cover Letter Sample 1

Wayne J. Johnson

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570 – 882 – 7653 (Home)

[Insert Date]

Mrs. Jane Violet

Director of Human Resources

Terry Morgan Inc.

703 S Elmer Ave Suite 116, Sayre, Pennsylvania 18840

Dear Mrs. Violet,

Following the job advertisement you posted on Indeed, I would like to express my interest in the position of administrative assistant for your company. I have a BA degree in Administrative Leadership from the University of Pennsylvania. In the past, I have worked as an administrative assistant for two other companies, and have experience doing a variety of administrative tasks, like organizing and scheduling meetings and appointments.

In my current position at MAXWELL, I am in charge of organizing, filing, and cataloging all documents and data. I also organize meetings, conferences, and team building events for the entire company, and I am in charge of the traveling arrangements for partners and executive managers. Some of my other tasks include creating weekly calendars for future events like team gatherings and conferences, writing periodical reports, business templates, and letters.

As an administrative assistant at MAXWELL, I saved the company \$10,000 in expenses due to my ability of organizing travel arrangements effectively and efficiently. My job performance has been spotless, and I have also contributed to making other employees valuable to the company. I have led customer service courses to teach staff members how to deal with customers, which led to a 25% increase in customer satisfaction.

I possess extensive knowledge of working with Word, Excel, PowerPoint, Access, Publisher, Database, and Peachtree. Moreover, I can quickly learn how to adapt to more specialized software. Other skills that recommend me for the job are my ability to organize meetings and events, manage inventories, handle phone calls, organize travel arrangements, manage databases, process payrolls, and perform front desk duties. As an employee, I can describe myself as outspoken, rational, with a true knack for solving challenging problems. The other qualities that recommend me for a position at your company are my time-management skills, organizational skills, self-dependence, client-orientation, and detail-orientation.

It would be a great pleasure to meet with you to discuss the specifics of the job. I believe I would be a great addition to your company. I can bring my administrative assistant experience to

benefit the company, and I can grow with the team, while also developing my skills further. 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.

Sincerely,
Wayne J. Johnson