

Administrative Assistant Cover Letter Sample 2

Ernestine J. Cornish

1556 Hidden Pond, Nashville, TN 37219

Cornish.ernestine@email.com

615 – 727 – 0906 (Home)

[Insert Date]

Daniel Miner

Human Resources

Vero Business Capital

813 Ridge Lake Blvd, Memphis, TN 38120

Dear Mr. Miner,

After seeing the job advertisement you posted on Indeed, I decided to express my interest in the position of administrative assistant for your company. As a highly competent and skilled administrative assistant, I believe that I would make an excellent addition to your company. I have graduated from the Portland College of Art, with a BA in Contemporary Politics. My career as an administrative assistant began with a job at JOHNSON'S MANAGING. I currently work at a different company, where I am in charge of all administrative tasks, like organizing meetings, answering calls, managing travel budgets, and more.

Currently, I am employed at KOONS&Co., occupying the position of administrative assistant. I am in charge of greeting visitors, answering phone calls, coordinating inventory orders, ordering office supplies, training other entry-level administrative assistant, and more. 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.

During my time at KOONS&Co., I have developed and implemented document organization and filing practices that have increased the company's efficiency. Due to my superior organizational skills, I have saved the company more than \$3,000 a year. This has also gained me the respect and appreciation of the company's executive officer and managing partners, who have recognized my skills and dedication to the company.

My job-related qualifications include proficiency in working with MS Office, sorting correspondence, ensuring that the office is adequately supplied, answering phone calls, replying to e-mails, etc. 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 energetic and can adapt quickly to any type of workflow. I am hard-working and ambitious, and I have great communication skills.

Without a doubt, with the qualifications mentioned above, I believe that I would make an excellent addition to your company. I am eager to find a company that can benefit from my

administrative assistant skills, but also teach me how to further develop those skills, and I believe your company is a great fit. 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.

Sincerely,
Ernestine J. Cornish