

Administrative Assistant Cover Letter Sample 3

Jason Jackson

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701 – 746 – 9202 (Home)

[Insert Date]

Mr. Maximilian Friedrich

Human Resources

Arctic Electric

7661 Highway 56, Kulm, North Dakota 58456

Dear Mr. Friedrich,

I discovered your job advertisement on Indeed, and I would like to express my intention of becoming your newest administrative assistant. If you want your administrative chores handled with the utmost professionalism and promptitude, I am confident that you will find my experience and services suitable for your company. I have graduated from the University of North Dakota, with a BA in Business Administration. My prior work experience as an administrative assistant organizing meetings, scheduling appointments, answering calls, and managing paperwork recommends me for a job at your company.

At my current job as an administrative assistant at Barton Schott, I am in charge of organizing the work space, answering incoming calls, sending e-mails, contacting third parties on behalf of the company, assisting my superiors with document filing, recording transcripts from meetings, and more. I also make sure the office is always stocked, and maintain office equipment like printers, computers, and copiers.

While working at Barton Schott, I have been awarded the Employee of the Year award due to my outstanding results and excellent work ethic. One of my main achievements was organizing an international event hosted by our company that had over 150 guests from Europe and Canada. These achievements show that I am able to organize large events and have them run smoothly, while also still fulfilling the rest of my tasks as an administrative assistant.

I have an impeccable record when it comes to handling the most difficult of office tasks, and I am proficient when it comes to working with computers and specialized software. I know how to organize meetings, manage inventories, distribute correspondence, organize travel plans, record meetings, etc. 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. I think

we could both benefit from each other and grow together as a team. 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