

Administrative Assistant Cover Letter No Experience

James Camlin

St, City, State, Zip code

(123) 456-7890

james.camlin@email.com

August 06, 2022

Mr. George Lee

Senior Manager

Valencia Federal Credit Union

St, City, State, Zip code

Dear Mr. Lee:

I am very interested in the position of an Administrative Assistant at Valencia Federal Credit Union, as advertised in the Daily Times. Along with my diploma in Office Administration and six months' internship experience, I am certain in my ability to contribute effectively and to become a key member of Valencia Federal Credit Union.

I have a variety of administrative skills, knowledge and experiences which uniquely qualifies me for this position:

- Well-versed in performing necessary clerical functions; reception, filing, mail management, typing, maintaining schedules and travels, and managing calendars and diary
- Skilled in using a variety of office software such as Microsoft Word, Excel, PowerPoint, Access and Quick-books
- Strong ability to follow instructions, learn new tasks and computer applications with confidence and easiness
- Perfect attention to detail and a proven ability to accomplish designated tasks speedily and professionally

Enclosed is my resume for your review. I look forward to meeting with you to talk about this position further. I will call you during first week of August to see if a meeting can be arranged. Alternately, I can be reached on my cell phone at (123) 456-7890 or via email at james.camlin@email.com.

Thank you for considering my qualifications for Administrative Assistant position at Valencia Federal Credit Union.

Sincere regards,

(Signature)

James Camlin

Enc. Resume