

Administrative Assistant Cover Letter Template

[Aspirant Name]
[Aspirant Address]

Administrative Assistant / Executive Secretary
(123) 456-7890

August 06, 2022

Mr. [Hiring Executive]
Executive's Title Here
Company XYZ
[Company Address]

Dear Mr. Executive:

I have combined my top secretarial schooling, organizational skills, and attention to detail, to help senior-level executives remain focused on their jobs as corporate leaders, and not worry about their individual schedules or commitments. By partnering with executives and working with them as a team, I've been rewarded with increasing responsibilities, a series of promotions and a very competitive salary package.

I am bringing to your attention my achievements, organizational and networking skills so that we can discuss my joining Company XYZ as an administrative assistant or executive secretary.

Major accomplishments include:

- Worked with vice president of operations to develop presentations outlining issues with present organization and a proposal for organizational design.
- Organized administrative assistants into a team that updated the daily activities of the workgroup. This included mail routing, meeting protocols, and scheduling of resources such as conference rooms.

I look forward to meeting with you to discuss how I can use my administrative skills to help your leaders obtain their goals of accelerated earnings growth, and ensuring your company's ongoing success.

Sincerely,

[Aspirant Name]