

Administrative Assistant Email Cover Letter Sample

Subject: Re: Administrative Assistant (Position ID @@#####)

Email Body:

August 06, 2022

Mr. George Lee

Senior Manager Human Resources

Tele-Pacific Communications

St, City, State, Zip code

(123) 456-7890

Dear Mr. Doe:

I came across your advertisement for the position of Administrative Assistant posted on indeed.com and want to apply for the same. My related work experience, strong work ethic, eager attitude, high attention to detail and communication skills make me a perfect candidate for this position.

For almost three years, I have been working as Administrative Assistant at ABC Company. Through my experience, I developed expertise in managing meetings and calendars, arranging travels, taking minutes of meetings, preparing checks for daily deposits, mailing forms to customers, and preparing correspondence using Microsoft Office Suite. I never vacillate to go above and beyond of what is predictable of me.

As an enthusiastic Administrative Assistant, I'd welcome the chance to meet with you and to talk regarding my qualifications and administration skills in detail. I will call you next week to inquire about whether you need further information. In the interim, I can be reached at (123) 456-7890. Thank you for your time and consideration.

Sincerely

James Camlin