

Entry Level Administrative Assistant Cover Letter Sample

James Camlin

St, City, State, Zip code

Phone: (123) 456-7890

email@example.com

August 15, 2022

George Lee

Senior Manager (Human Resources)

HOA Technology

St, City, State, Zip code

Dear Ms. George:

I am contented to apply for the position of Administrative Assistant at HOA Technology, as advertised on your website. I am a fresh graduate with full of energy and excellent educational record, and very keen to put my administrative and clerical acumen to effectively manage your office's operations. Having broadly researched your company's values and products, I was particularly interested in a pursuing a long-term career with your company.

As you will note from my enclosed resume, I possess a number of strengths and attributes which uniquely qualifies me for an administrative assistant position:

- In-depth knowledge of performing routine clerical tasks
- Demonstrated ability to greet customers in a professional manner
- Able to manage multi-line phone system; answer phone and transfer calls to appropriate person
- Highly skilled in Microsoft Office Applications specifically Word, Excel and PowerPoint
- Good working knowledge of Quick-books
- Exceptional verbal and written communication skills
- Profound customer service abilities

During my studies at Concordia University, I put my theoretical concepts into practice through a number of ways. I have been most successfully as an admin intern at the university where I successfully obtained hands-on experience in performing basic administrative and secretarial tasks. I possess an "always positive" attitude and the professionalism necessary to grow in a fast paced environment.

I am excited about utilizing my potential to contribute HOA Technology's success. I will call you after a week to follow-up and see if it is appropriate to arrange an interview. In the meantime, I can be reached at (000) 987-1113 or via email at james.camlin@email.com.

Thank you for your time and consideration.

Sincerely yours

(Signature)

James Camlin

Enc. Resume and Recommendation Letter