

Administrative Assistant Cover Letter

Dear Hiring Manager,

I would like to be considered for the Administrative Assistant position at [Company Name]. I am a reliable and organized professional who enjoys keeping things running smoothly and supporting the team.

In my previous roles, I have handled day-to-day office tasks such as managing calendars, preparing documents, answering calls, and coordinating with staff and clients. I work well with deadlines, stay calm under pressure, and pay close attention to details.

Key strengths I can bring to your office include:

- Strong organization and time management
- Confident use of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Scheduling meetings, managing calendars, and handling emails
- Clear written and verbal communication with staff, clients, and vendors

I enjoy creating order, solving small daily problems, and making sure information is easy to find and up to date. My goal is to help your team save time and stay focused on their main work.

Thank you for considering my application. I would be happy to contribute my skills and work ethic to [Company Name].

Sincerely,
[Your Name]