

Cover Letter Example for an Administrative Assistant

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Director of Human Resources
Wpthc Financial Services
123 Hoppes St.
Greensboro, NC 12345

Dear Director,

I am seeking an Administrative Assistant position at Wpthc Financial Services. I am experienced in administrative work and office systems, and would like to offer my skills to your firm.

In my 12 years as an administrative assistant, I worked for two companies that relied heavily on my organizational and analytical abilities. I was known for my diligence in keeping records, correspondence, and databases up to date so that my managers could trust that the information they accessed was accurate and relevant.

For the last several years, I've been a full-time mom of two boys, juggling all sorts of family schedules and activities, along with a busy calendar of volunteer work. During that time, I was fortunate to be able to keep abreast of the latest office technology, as my husband runs a small business from our home and I often lend a hand by performing administrative tasks.

Please see my attached resume. I am eager to return to full-time employment in the corporate world now that my children are almost out of the nest. At your convenience, I can come in for an interview.

Thank you!
Sara Lmnbf