**ADMINISTRATIVE ASSISTANT COVER LETTER**

March 15, 20XX

General Manager

Mercy Corps Company

Yellowstone, NY 11032

Dear Mr. Becker,

I write this letter to express my interest in working as an administrative assistant for your company. Over the last five years, I have had an impressive career as an administrative assistant at Give way technologies.

If you decide to hire me for this position, you stand to gain due to the following strengths:

* Extensive experience in the following administrative duties: office management, executive support, customer care, billing / invoicing, document preparation, payroll administration, meetings development and coordination, and project support.
* Computer expertise with competence in all basic MS Office programs, including Word, PowerPoint, Excel, Access, and Outlook.
* A track record of office admiration systems, processes, and workflow
* Excellent multitasking skills, including managing high-profile projects, assignments, meetings, and developing workable solutions to problems affecting your business.

I promise to dedicate my time and energy as an administrative assistant to grow your business. Please contact me via (211) 444-4444 or email me at abc@works.com. I am thanking you for your time and consideration.

Sincerely,

Phillip Toss