**SAMPLE EMAIL COVER LETTER**

**Subject:** Office Assistant - April Applicant

Dear Mr. Lee,

I am interested in applying for the office assistant position that was listed on CareerBuilder.

I have experience in scheduling appointments and communicating with clients, and I am familiar with a variety of phone systems. My communication skills are excellent; I have been praised for my ability to communicate with clients effectively on the phone, in person, and over email.

I also have training on a variety of software programs and systems, including Microsoft Excel, Adobe InDesign, DocuSign, and more. I recently led a workshop for office staff at my previous job on how to effectively use SharePoint. I am a fast learner who is skilled at mastering computer software.

My schedule is flexible, and I would be available to work at your convenience. I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

﻿April Applicant  
123 Any Street  
Anytown, CT 11112  
Cell: 555-124-1245