**OFFICE ASSISTANT COVER LETTER**

Dear Mr. Lee,

Upon learning of your posting for an Office Assistant, I hastened to submit my resume for your review. As an experienced and organized professional with exceptional interpersonal and organizational abilities, I am prepared to significantly contribute to your company’s goals and objectives.

My expertise lies in performing a full range of administrative operations and driving office efficiency within detail-oriented, deadline-driven environments. Bookkeeping, correspondence, reports, calendar maintenance, meetings, and special event coordination are just a few of the areas in which I excel. With my key ability to prioritize tasks and collaborate with peers and management teams, I stand fully prepared to offer an exceptional level of office support service to your team at Lee & Sons.

 ***Highlights of my experience include:***

* Performing a variety of administrative operations, including schedule management, report generation, accounts payable/receivable, and general reception.
* Achieving business development efforts while suggesting and implementing effective processes and procedures for maximum efficiency and productivity.
* Demonstrating solid time management and organizational skills, Microsoft Office proficiency, and effective customer service strategies.

My skills in office organization and general administration have been finely honed, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be most welcome. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Elizabeth C. Madera