**ADMINISTRATIVE ASSISTANT COVER LETTER**

August 20, 20XX

Amy Chan(111)
789-3456
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Dear Sir,

I am writing to express my strong interest in working at your company as an administrative assistant. I am a highly capable and experienced administrative professional. In addition to my administrative skills, I offer significant abilities and experience in organizing, prioritizing, the confidentiality of documents, and the detailed preparation of reports and projects. My ability to get along well with others, make necessary adjustments to meet deadlines, and effectively coordinate in fast-paced environments have all contributed to my growth in this field and my employers placing a significant degree of trust in me.

I have successfully completed my Master of Arts in Mental Health Counseling at Brooklyn College. After graduation, I embarked on a new journey where I had the privilege to work at New York Community Hospital where I absorbed a great deal of knowledge and gained huge insight into the field of administration. My time at New York Community Hospital allowed me to work side by side with the senior administrators on matters regarding finance, processes of care, patient satisfaction, corporate compliance and human resources.

I am currently working as an executive assistant at the Russian – American Business Association of Staten Island. In a short period of time, I acquired a good understanding of principles and practices of association, planning, records management and wide-ranging administration. My ability to converse efficiently, as well as my writing and analytical skills, were all greatly enhanced. I believe my background and skills closely match your job requirements and I am confident I can make a positive contribution to your organization.

Thank you for taking the time to review my attached resume. Should you have any questions, please contact me at your earliest convenience. I look forward to hearing from you.

Regards,

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