**ADMINISTRATIVE ASSISTANT COVER LETTER**

August 20, 20XX

Hector Silva

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Dear Hiring Manager,

Upon reading the job description you have posted, I am certain I would be a perfect fit for the position at hand. I am extremely computer efficient and make an excellent assistant/office administrator/support for all who are in need of it in the office when necessary. I possess very good listening skills, am not afraid to ask questions, and am extremely straightforward, acting as a key problem solver when issues may arise.

I am very skilled in math, possess excellent reasoning skills, and give 100% attention to detail. I have extensive experience in the role of executive assistant and administrative assistant, as detailed in my resume attached. I am looking for a position such as the one listed here because it involves assisting and organizing for an executive, which truly is my forte. Out of all positions I have held over the years, my role as Executive Assistant to the COO of Equities Controlling, Operations division at Deutsche Bank was truly my favorite, and I held this role for four years. I only moved on from the position because I was offered a promotion to work within the Equity Options group as an analyst, and I accepted.

In hindsight, I believe I am best fit as an assistant to a smart, busy individual or company. I seem to flourish in that role, and I enjoy the fast-paced environment which surrounds such individuals/companies. I work quickly and efficiently under pressure and truly enjoy being busy.The position you are looking to fill reads to me as exactly the kind of opportunity for which I have been searching. Please review my attached resume and contact me at your convenience. I thank you for your consideration and look forward to hearing from you.

Regards,

Hector Silva