**OFFICE ASSISTANT COVER LETTER**

June 1, 20XX

Hiring Committee

ABC Company  
10 Broadway

Grafton, FL 33109

Dear Hiring Committee,

I am responding to your posting on Indeed for an administrative assistant. I believe my experiences in the nonprofit world, as well as my passion for the goals of labor unions, make me an ideal candidate for the position.

Here is a summary of my skills:

* Communications
* Nonprofit experience
* Computer proficiency
* Organizing office procedures
* Training and supervisory experience
* Public relations
* Database maintenance

You specify that the ideal candidate will be able to take on multiple roles within the union. Since 2020, I've volunteered in a variety of capacities for Look for the Helpers, a nonprofit organization. I began as a writer/editor for their newsletter, assisted in producing various special events, and have been active in volunteer recruitment and website management. I believe all of these experiences and skills would translate well into your administrative assistant position.

Last summer, I completed a seminar at A Circle of Ten, Inc. It was an intensive workshop that explored the process of collaboration, community development, and fundraising. I now understand, more than ever, how essential unions are in ensuring a voice for employees. I am excited at the prospect of being part of the tradition that protects employee rights.

Thank you for your time and consideration. I look forward to hearing from you to arrange a time to speak further about how I can contribute to your organization.

Sincerely,

Signature