**ADMINISTRATIVE ASSISTANT COVER LETTER**

August 5, 20XX

Corp Silva

(111) 789-3456

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Dear Hiring Manager,

I believe the Administrative Assistant position you currently have open would be an ideal fit with my experience. As an experienced administrative assistant, I am adept at managing the day to day workflow activities, from providing administrative support to departmental managers to serving as point person and the “voice” of the Company.

My resume outlines my skills and knowledge in Recreation and Tourism, Marketing, Sales, as well as Administrative work. I believe all aspects of my past experiences can benefit your Company. Key elements which I possess for the success of the position include the following:

* Exceptional Organization and Customer Service Skills
* Keen Attention to Detail
* Proficient in Microsoft Suite, Advanced Publisher Skills (Both MAC and PC Computer Savvy)
* Commitment (First Person In, Last Person to Leave Mentality)
* Professional Demeanor
* Detail Orientated, Accurate, Flexible and Reliable
* Team Player with the Ability to Work Effectively in any Environment
* Ability to Develop, Execute, Integrate, and Track Creative Marketing Materials
* Strong Verbal and Written Communication Skills

Other qualities that I possess, which may not be readily apparent from my resume include integrity, intelligence, and high energy, along with a diverse background and range of abilities. I am one who embraces creativity, new ideas and able to work in fast-paced environments. My ultimate career goal is to grow with a company that is passionate about what they do,works above and beyond for their clients, and is well known for their explicit services.

I believe my dedication, experience, and advanced skills would be an ideal match for this position.  I am eager to learn more about the position and would appreciate the opportunity to speak with you about my qualifications.

Please review my attached resume as my application for this position. I look forward to hearing from you soon.

Regards,

Corp Silva