**OFFICE ASSISTANT COVER LETTER**

Date  
  
1 Main Street  
New Cityland, CA 91010  
Cell: (555) 322-7337  
E-Mail: example-email@example.com  
  
Dear Hiring Manager,  
  
I am writing in response to your ad seeking an Office Assistant at Point Biotech. Your job posting states that you are in search of a resourceful, flexible individual, which describes me exactly.  
My organized nature and personable attitude make me a great candidate for this position. I take ownership of tasks quickly, I am a creative problem solver, and am adept at problem solving.  
  
Additionally, I have expertise in:

* Routing correspondence, logging phone messages, and coordinating package deliveries.
* Assisting with diverse areas including payroll, scheduling, and billing.
* Providing exceptional client service in-person and on the phone.
* Researching unique issues and compiling reports.

I have worked in administrative support for over four years now, and have spent more than a year as an Office Assistant with BVC Maid Service assisting with functions for over 150 staff. This has provided me with valuable knowledge that I would bring to this position. Working at Point Biotech would allow me to implement my communication skills and initiative in a professional environment while providing stellar service to staff, researchers, and executives.  
  
Please take a moment to review my attached resume. I believe I have the qualifications you need and I look forward to hearing from you soon.  
  
Sincerely,  
  
Anthony Young