**ADMINISTRATIVE ASSISTANT COVER LETTER**

May 1, 20XX

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Dear Hiring Manager,

My name is Julia Marks and I am currently a student (senior) at Rutgers University finishing up my BA. I am currently seeking a full-time job to pay for the cost of tuition. I came across your listing for the position of Administrative Assistant and am very interested in the opportunity.

I have previous and current administrative work experience and have over 6 years experience working in an office environment. I have done it all – filing, faxing, copying, making spreadsheets, entering data, answering multiple phone lines and emails, etc. – I am quite flexible in the work I do. I am able to take on multiple tasks fairly easily and am able to learn new skills quickly and effectively.

I consider myself a hard worker who is easy to get along with (I can provide excellent recommendations in that regard!). I always have a positive attitude because I believe that negativity in any area of your life is just useless and detrimental to what can be accomplished. I consider myself to be highly organized and capable of taking on the tasks listed in your ad. I think I would be a great addition to your team and believe that I could learn a lot as well.

I am available to start as soon as possible and my salary requirements would be negotiable as this would be my first opportunity for full-time employment. I have attached a copy of my resume so you may see my qualifications for yourself, however, I believe a face to face interview would allow us to get to know each other better and answer any questions that may arise. I am curious about your company as well and have a few questions that I would like to inquire about myself. I really believe I am an excellent candidate for this position and hope I will be considered. A chance to prove that I can be a great addition to your team is all I ask.

Please let me know if there is anything else I can provide in terms of references or writing samples. Thank you for your time. I look forward to hearing back from you.

Regards,

XYZ