**OFFICE ASSISTANT COVER LETTER**

**Subject:** Administrative Assistant - Jane Doe

Dear Mr. Smith,

I am writing in reference to the open position of administrative assistant in the marketing department at Zenith Enterprises. Susan Jones was a colleague of mine for many years, and she recommended I contact you directly about the position. She believed that my varied experiences and education give me the skills necessary to be a successful candidate for your organization.

I have experience in many aspects of office administration. I have been responsible for accounting, ordering stock and office supplies, maintaining records, creating and updating inventories, scheduling appointments, and greeting customers at the door.

During my time as an administrative assistant at ABC Industries, I utilized many of these skills, and also had the opportunity to work closely with the marketing department. One of my duties was maintaining communication between departments as we were undergoing a restructuring of our advertising campaign. I was excited to be a part of the 30% growth we experienced as a result of the new marketing strategy.

My experience with Swan Books provided me with the opportunity to hone my written ability, as I was responsible for proofreading and editing executive correspondence. It also helped me to develop excellent time management and prioritizing skills to complete work on a deadline.

I would appreciate the opportunity to meet with you to discuss the administrative assistant opportunity you have available. I believe that I would be a good fit at Zenith Enterprises, and I thank you for your consideration.

Sincerely,

Jane Doe