**ADMINISTRATIVE ASSISTANT COVER LETTER EMAIL**

Subject: Administrative Assistant - Jane Marvel

Dear Mr. Diamond,

About your listing for an administrative assistant in your company, I, with this, submit my application. I have known Abase Supplies for close to seven years as a leading business in the City.

In the past six years, I have been an administrative assistant as American Today supplies Ltd. This opportunity has helped to shape me in all aspects of office administration. In my previous role, I was tasked with managing and ordering office supplies, accounting, scheduling appointments, welcoming and assisting customers, creating and updating inventories.

While at American Today supplies Ltd, I was working closely with all departments chiefly, among them being the marketing department where it was a crucial player in the successful launching and coordination of marketing campaigns. As a result, in the last three years, we have recorded a growth of 34%, 45%, and 36 %, respectively.

My experience in my previous role has been instrumental in polishing my organization, time management, problem-solving, proofreading, and editing skills.

I will be glad to meet you for a discussion on this administrative assistant position. I believe I have what it takes to replicate incredible results at Abase Supplies.

Sincerely,

Jane Marvel