**ADMINISTRATOR COVER LETTER**

**[Date]**

Dear Mrs. Jones,

I am writing to express my sincere interest in the position of Administrator with ABC Company. With over five years of experience as an Administrator, I am confident in my ability to immediately add value to your organization.

During my tenure in administration, I have worked in law offices, public libraries, government administrations, and sales offices. The offices I have supported ranged from ten to fifty employees. Throughout my experience, I have directly supported executives, in addition to supporting all office employees.

My expansive skill set includes troubleshooting hardware and software issues, running payroll, filing expense reports, and creating internal policies and procedures. I am currently pursuing an associate degree in business administration and am proficient in all MS Office products.

I am hardworking and personable, backed by firm values. My organizational skills are impeccable, which allows me to create efficient workflows in the office. I pride myself on being a keen listener, able to proactively mitigate needs and issues before they arise.

I am extremely eager about the opportunity to join your team, as your job description aligns perfectly with my background. I have also heard amazing things about your company and employees.

Please find my resume attached for you to review. Thank you in advance for your consideration. I am extremely eager about the opportunity to work with you!

Sincerely,

**[Your Name]**