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# Example of Admin Assistant Cover Letter

9773 Emmerich Cliff
North Jorge, MT 19334

**Dear Rory Block,**

Please consider me for the admin assistant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for advanced administrative support to the Airport Customer Service Organization, including Word processing, spreadsheet and presentation preparation, economic justification preparation, proofreading, composing and releasing department correspondence and ordering department supplies.

Please consider my qualifications and experience:

* Reception visitors with the formal procedures
* Handling parcels, letters, and newspapers
* In charge of management biz card，assess card, lunch card & ticket, parking card, meeting room, water ordering, plants
* Monitor office machine & keep working properly
* Cleaner management & office maintenance monitoring
* Arrange & manage the car/shuttle buses & driver
* SAP & Expense management
* Summary expense reports like visa fee for cost analysis

**Thank you for your time and consideration.**

Sincerely,

Reese Jacobs