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# Example of Admin Assistant Cover Letter

9841 Littel Highway  
Rodolfoside, NC 16663

**Dear Robin Hegmann,**

I am excited to be applying for the position of admin assistant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for administrative support for the VP Retail Marketing and his team, including calendar and travel management, presentation development and support, research and word processing, and other clerical support as needed.

Please consider my experience and qualifications for this position:

* Computer literate, proficient in Adobe InDesign, Microsoft Word and Excel
* Flexible attitude to undertake a wide range of tasks
* Advanced computer skills (Microsoft Office, Outlook, PowerPoint, Word, Excel)
* Knowledge of principles of business English, grammar and punctuation
* Knowledge of principles of telephone etiquette
* Skill in using general office equipment such as telephones, multi-line telephone system, fax, copiers, and computers
* Excellent skills in MS PowerPoint
* Excellent knowledge Word, Excel, PowerPoint and Outlook

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Riley Auer