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# Example of Administrative Assistant, Senior Cover Letter

3683 Diedra Bypass
East Shirley, DE 89418

**Dear Sutton Beahan,**

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

In the previous role, I was responsible for first point of contact for UMHS direct marketing efforts to alumni, grateful patients and friends of UMHS.

My experience is an excellent fit for the list of requirements in this job:

* Assemble and analyze information
* Prepare presentations in PowerPoint reports, manuals, agendas, correspondence and memorandum as guided by general company practice
* Screen/redirect calls, takes messages, handle mail
* Applies acquired job skills and company policies/procedure to complete assigned tasks that are typically semi-routine in nature
* Quick learner and able to work proactively/ independently on most tasks, following established guidelines
* Strong computer proficiency in the use of the MS Office (Word, Outlook, Excel and PowerPoint)
* Willingness to work outside normal business hours in order to meet deadlines or to communicate with business colleagues in other time zones
* Answer all incoming calls and make follow-up calls as needed

**Thank you for considering me to become a member of your team.**

Sincerely,

Marion Gerlach