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# Example of Administrative Assistant, Senior Cover Letter

6271 Brock Courts  
Lefflershire, IN 52684-8386

**Dear Ryan Kulas,**

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

Previously, I was responsible for ongoing training to ensure that staff are updated on new and revised policies and procedures that impact desk operations;.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Proficiency with Concur and SAP processing expense reports, travel management and purchase orders
* Proficiency in MS Word, Excel, and PowerPoint is essential
* Proficiency using MS Explorer or similar browsers software that is html based (Concur, Orbitz for Business) is essential
* Demonstrated strength in professional business writing is essential
* Excellent oral communication skills are necessary
* Prior experience managing projects is highly preferred
* Proficient in the use of Microsoft Word, Excel, Power Point, Outlook, Adobe Acrobat, and Internet proficiency
* Excellent administrative skills including thorough knowledge of standard office procedures and protocols

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

Sincerely,

Ari O'Reilly