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# Example of Administrative Assistant, Senior Cover Letter

38176 Leonel Viaduct  
Port Rodrigo, IL 92071-0220

**Dear Max Cartwright,**

I submit this application to express my sincere interest in the administrative assistant, senior position.

In my previous role, I was responsible for guidance and advice to fellows and staff regarding the appropriate utilization of funds within institutional policies and procedures.

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:

* Positive attitude and self-motivation are essential
* Capable of taking on tasks with minimal supervision and exercise independent judgment in performing such tasks and complete them in a quick and efficient manner
* Experience managing passport and visa applications/renewals process via G3 or similar visa/passport service provider
* Experience with SAP, Concur, and/or G3
* Experience supporting senior level managers and experience in a manufacturing environment
* Post-secondary education and/or CAP (Certified Administrative Professional)
* Experience using Outlook, email, calendar
* Advanced knowledge of Microsoft Office products - including Excel, Word, and PowerPoint

**I really appreciate you taking the time to review my application for the position of administrative assistant, senior.**

Sincerely,

Tatum Metz