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# Example of Administrative Assistant, Senior Cover Letter

2504 Alphonse Cape  
Goyettestad, KS 62249

**Dear Skyler Parisian,**

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 customer service to visitors and callers regarding information about or knowledge of department operations, policies, and procedures.

Please consider my experience and qualifications for this position:

* Advanced knowledge of Microsoft Office Suite (Outlook, Excel, Powerpoint)
* Excellent customer service skills including strong verbal and written communication skills with attention to detail
* Experience with Howard Hughes Medical Institute administrative applications, procedures, and policies
* Proficiency in MS Word, Excel, and Powerpoint is necessary
* Demonstrated strength in professional business writing is necessary
* Excellent oral communication skills are essential
* Demonstrated leadership and/or customer service experience
* Experience with Microsoft Outlook and Word

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

River Lueilwitz