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# Example of Administrative Asst Cover Letter

473 Robin Harbors  
Rodolfoshire, DE 09765

**Dear Dylan Ratke,**

In response to your job posting for administrative asst, I am including this letter and my resume for your review.

Previously, I was responsible for administrative and general office support aligned with all Sun Life 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:

* Experience in higher education and graduate programs
* Experience in conducting performance reviews and supervision of students and staff
* Experience of working in a Quality Assurance role
* Experience of office administration/clerical work
* Willingness to work flexibly to meet the demands of the role
* Provide high-level editorial assistance with all publications
* Assist faculty with presentations—import photos and/or embed videos into PowerPoint
* Maintain calendars for assigned faculty

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

Sincerely,

Dallas Roob