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# Example of Administrative Professional Cover Letter

80391 Jackie Forks
North Johnniestad, MD 58102

**Dear Lennon Ward,**

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

In my previous role, I was responsible for administrative support to the Chair and faculty including: creation and management of Chair’s calendar, management of Department calendar, correspondence and mail, office supplies, minutes of meetings, travel arrangements, etc.

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:

* Demonstrated experience providing senior-level administrative support and managing general office needs
* Be efficient and productive in a fast-paced environment
* Enjoy interacting with undergraduate students
* Calendar management (for multiple calendars)
* Prepare travel documentation
* Provide auxiliary support to Center Director
* Proficient in Microsoft Windows and Office products including Word, Excel, Outlook, and PowerPoint
* Proficient with Microsoft Office programs (Word, PowerPoint and Excel), Adobe Professional, SharePoint and comfortable working with new software

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

Sincerely,

Emery Carroll