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# Example of Administrative Professional Cover Letter

48982 Truman Valleys  
Lake Lora, TX 02040-4048

**Dear Charlie Koepp,**

I would like to submit my application for the administrative professional opening. Please accept this letter and the attached resume.

Previously, I was responsible for hardcopy and electronic filing and organization, mail sorting, record keeping and other miscellaneous office work as assigned to include, but not be restricted to, support for special events.

Please consider my qualifications and experience:

* Experience supporting multiple managers and communicating with executive or committee members
* Experience working with databases and Microsoft Office suite
* Experience with complex schedules and planning
* Experience in a fast-paced professional services firm environment preferred
* Strong problem solving and organizational aptitude
* Exceptional with communication and interpersonal interactions
* Flexibility to work unscheduled overtime as needed
* Demonstrates proficiency in core MS Office applications, including Word, Excel, PowerPoint, and Outlook

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

Sincerely,

Avery Bailey