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# Example of Administrative Specialist Cover Letter

1293 Lani Canyon  
Lamontton, NM 64434

**Dear Briar Howell,**

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

Previously, I was responsible for advice on human resources policies and procedures, improvement of office climate, work-life balance and conflict resolution.

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 with making travel arrangements & reservations expense reconciliation, tracking and reporting
* Demonstrated experience in multi-tasking in high pressure (short timeline for product deadlines) environment
* Demonstrated proficiency in Word, Excel, Outlook/Exchange, and PowerPoint
* Have flexibility to respond to changing demands and priorities
* Experience working face to face with high level clients
* Proficient in Word, MS Outlook and Excel
* Interface with senior level external and internal customers, the executive support staff
* Budgeting and/or fiscal experience

**Thank you for considering me to become a member of your team.**

Sincerely,

Marion Labadie