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# Example of Administrative Specialist Cover Letter

79365 Forrest Cliffs
Howellberg, VT 79859

**Dear Dylan Feil,**

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

In the previous role, I was responsible for supplies by identifying needs for the Hub, Pantry, Reception, Mailroom, Wellness Room, Meeting Rooms and other general public area; establishing policies and procedures for the office.

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:

* Assists with Academic Personnel Actions
* High level of personal, professional integrity in managing sensitive and confidential information and documents
* Experience in coordination of events
* Demonstrated proficiency and work experience with Microsoft Office Suite
* A commitment to communication, customer service, organization and ongoing process improvement
* Understands the intricacies of working in and supporting leaders and his/her team in an engineering environment
* Collaborates and brings a mindset of ultra responsiveness with other Administrative staff and others up, down and across the organization
* Inventory Management in Professional Environment

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

Sincerely,

Quinn Balistreri