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# Example of Administrative Specialist Cover Letter

570 Ivan Wells  
Freddieview, TX 43512-2403

**Dear River Crona,**

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

In the previous role, I was responsible for guidance relating to office operations, established 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:

* Support engineering week and participate on the planning team
* Support the Fellows Process and Tech Honor’s Process for Engineering (also work with communication to get signage up in Dallas and McKinney on TVs and poster boards)
* Assist when needed for Innovation events/luncheons
* Accounting, business or related college courses
* Knowledge of gas / electric operations and corporate policies related to contracting
* Proficiency in Excel, Word, PowerPoint, Outlook, Access, SAP, Ariba, Box and DocuSign
* Provide administrative support to the leadership and team members
* Anticipate needs and take appropriate action to effectively manage daily responsibilities

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

Sincerely,

Alexis Hammes