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# Example of Administrative Cover Letter

6657 Noriko River  
East Everetttown, AZ 10969

**Dear Robin Konopelski,**

I submit this application to express my sincere interest in the administrative position.

In my previous role, I was responsible for clerical support for a business unit - Perform word processing of letters, memos, reports, agreements, exhibits and general business correspondence.

Please consider my qualifications and experience:

* Working knowledge of Allscripts or Mysis
* Proficient in Outlook, PowerPoint, Word, Excel and Internet
* Experience in supporting multiple teams/people
* Excellent phone manner and management
* Enjoys working in a support role
* Standard office technology (phones, copier, scanner)
* Knowledge of Satuit & InDesign systems
* HS Diploma or Business School equivalent

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

Sincerely,

Tyler Lemke