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# Example of IT Administrative Assistant Cover Letter

491 Moore Burgs  
North Sonnyville, IN 73375-4462

**Dear Tyler Walter,**

I am excited to be applying for the position of IT administrative assistant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for information for procurement requests for goods and services related to specific accounts and ensure compliance with company procurement procedures.

Please consider my experience and qualifications for this position:

* Attention to detail in managing large volumes of data
* Initiative, conscientious and self-motivated
* Strong team contributor and understands performance related results of organization and team efforts
* Has strong interpersonal skills and is dependable
* Works with communications providers to ensure quality service and appropriate pricing
* Assist other branches and departments with various communication issues
* Process department invoices for A/P and look for billing irregularities
* Assist the CIO with daily activities and the handling of special projects or request

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

Sincerely,

Stevie Kihn