

Admin Assistant Cover Letter

36923 Hal CoveHegmannton, PA 20439-4877

Dear Campbell Crist,

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

In my previous role, I was responsible for word processing and processing of correspondence and e-mail; answers phones, greets visitors, and directs questions to appropriate offices for 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:

- Occasionally answer incoming calls, along with directing calls and greeting incoming guests at the front
- Scan, file, distribute mail and organize office
- Coordinate managers' schedules, making appointments and establishing agendas
- Perform word processing duties
- Serve as a contact to employees, investors, or other stakeholders inside and outside the organization
- Uses features and functions of computer software packages to produce electronic mail, reports, spreadsheets, charts, graphics, spreadsheets, or databases
- Excellent knowledge of administrative practices and procedures
- Attention to detail in making appointments, travel arrangements and maintaining forms, records

Thank you for taking your time to review my application.

Sincerely,

Onyx Cartwright