

Temporary Administrative Assistant Cover Letter

45602 Thiel CircleDamianside, NY 90225

Dear Dylan Harber,

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

In my previous role, I was responsible for analytic support for survey analysis including spreadsheet results and preparing PowerPoint presentations of results.

Please consider my experience and qualifications for this position:

- May act as a spokesperson for departmental inquiries
- Acts as a gatekeeper
- Interacts with client and all levels of management and staff
- Performs complex clerical and administrative work
- Create and maintain detailed documents requiring high levels of accuracy
- Provide cross-functional backup to administrative staff as needed
- Participate in regular administrative staff meeting
- Outstanding administrative and organization skills, including excellent attention to detail

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Corey Keeling