

Sample Cover Letter:

Jenifer Bates

34 Maple St. Asheville, NC 28801 (828) 254-3333 jbstorytime@yahoo.com

Or

Jennifer Bates

34 Maple St.
Asheville, NC 28801
(828) 254-3333
jbstorytime@yahoo.com

May 26, 2014

ABC Company
22 Circle Avenue
Asheville, NC 28813

RE: Administrative Assistant

Dear Sir/Madam:

Your opening for an administrative assistant caught my interest as it seems like an ideal match for my experience, talents and interests. As a valued administrative assistant with excellent interpersonal and organizational skills, I would like to explore the possibility of putting my talents to work for you.

As you can see from the enclosed resume, my background includes 15 years of administrative experience in sales, the service industry and manufacturing. In each of these positions I was recognized as being conscientious, highly organized and possessing strong verbal and written communication skills. I take pleasure in accomplishing my tasks and enjoy new challenges. I was awarded *Employee of the Year* in 2003.

Among my other strengths, you will find that I am a resourceful person and a fast learner; always willing to help my peers when time allows. I am friendly and outgoing and have a passion for top-notch service. With a record of success behind me, I am confident that I will be an asset to your staff as well.

I would be pleased to have the opportunity to discuss future employment, and look forward to speaking with you. Please feel free to contact me at the address and phone number listed above to arrange a meeting.

Thank you for your consideration.

Sincerely,

Jennifer Bates

Enclosure