Robert Smith Administrative Assistant

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[Today's Date]

[341 Company Address] [Company City, State xxxx] [(xxx) xxx-xxxx] [hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

I write in response to the advertisement featured on your official website, seeking an Administrative Assistant. My expertise aligns perfectly with the qualifications required by your company. I believe that my 5 years of relevant experience and associated skillset match the requirements of the job profile.

[XXX Company] doesn't need any introduction. It is one of the most prominent companies in the fintech market, catering to the financial needs of numerous start-ups by leveraging technology. I am amazed by the exponential growth of the company in the last few years, and it would be a great opportunity for me to be a part of your company.

I have been working as the Head Administrative Assistant in [XXX Company] for the past 4 years. I am tasked with the responsibility of handling inquiries related to public relations and fostering favourable media connections. Some of the highlights of my career are:

- Trained three administrative assistants during the company expansion period and ensured that they pay attention to detail when it comes to company policies.
- Maintained utmost discretion when dealing with confidential topics;
- Handled inquiries related to public relations and fostering favourable media connections.
- Managed correspondence and memos through email, telephone, fax, and post.

I possess strong communication, interpersonal, and administrative skills. I am skilled at multitasking with the ability to improvise based on what the situation demands.

The opportunity in your company is an exciting prospect that would help me enhance my skills. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely, [Your Name]



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Paul E. Levy

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