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| ADMINISTRATIVE ASSISTANT |
| (212) 256-1414 lauren.chen@gmail.com linkedin.com/in/lauren-chen |

[Today’s Date]

[Hiring Manager’s Name]

123 Company Address

Company’s City, State, Zip Code

(xxx) xxx-xxxx

hiring.manager@gmail.com

Dear [Mr./Ms./Mx.] [Hiring Manager’s Last Name],

Please accept my enclosed application for the position of administrative assistant at [Company Name]. Having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skillset match the requirements you’re looking for.

At my current company, Redford & Sons, I am valued by the CEO and his staff as a critical support pillar for the team—keeping meetings, papers, travel arrangements, and office items organized at all times. I have spearheaded the effort to “go digital” for almost all planning and paperwork, increasing office efficiency to the point of saving $3,000 per year in contracted labor expenses. Allow me to highlight three bullet points from my resume that I believe demonstrate why I am the perfect candidate for this position:

• Trained two administrative assistants during a period of company expansion, ensuring that they pay explicit attention to company policies and minute details

• Maintained utmost discretion when dealing with sensitive topics

• Typed documents such as correspondence, drafts, memos, and emails, and prepared three reports weekly for management.

My resume goes into more detail about my daily job duties and achievements during my tenure as an administrative assistant at two companies. However, I believe that these bullet points demonstrate that I have the ability to perform the major administrative assistant duties, and train others in how to perform this role effectively, should the need arise.

I would love to have the opportunity to join the team at [Company Name] and use my skills to create an efficient, stress-free office environment for your executives. I believe that I can meet and exceed the expectations that you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Sincerely,

**Lauren Chen**

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**Dear Job Seeker,**

**We recently updated all of the cover letter templates on** [**ResumeGenius.com**](https://resumegenius.com/) **to reflect the most recent HR and hiring trends.**

Our goal is to give our users the best chance at landing job interviews, and our templates are a major part of how we aim to accomplish this goal.

Each of our newly designed and re-designed templates were built specifically to bypass the Applicant Tracking System software companies use to filter out candidates, and are formatted to be visually pleasing and easy to read.

But while our cover letter templates take the pain out of formatting and provide a strong foundation for your own cover letter, it takes effective writing to win over the hearts of employers, hiring managers, and recruiters.

If you’re still struggling to write your own cover letter, check out these free resources so you can put together a cover letter that showcases how you’re the best person for the job:

·     [Cover letter builder](https://resumegenius.com/cover-letter-builder)

·     [How to write a cover letter](https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter)

·     [Cover letter examples](https://resumegenius.com/cover-letter-examples)

Once you’ve written a great cover letter, pair it with a convincing resume by using a matching [resume template](https://resumegenius.com/resume-templates). Here are a few resources to help you write a resume that gives your application the edge it needs to land you the interview:

·     [Resume builder](https://resumegenius.com/)

·     [How to write a resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)

·     [Resume examples by industry](https://resumegenius.com/resume-samples)

Best regards,

