**Administrative Assistant Candidate**

Address

Phone number  
email address

January 18, 2016

[Name], [Title/Position]

[Company/Organization Name]

[Address]

[City, Country]

Dear Hiring Manager [or Mr./Ms. Surname, if available],

I am writing in response to your job ad seeking an Administrative Assistant at [name of company]. As a highly competent administrative assistant with a degree in management, I possess the organizational, communication, and prioritization skills, as well as the flexibility, attention to detail, and analytical ability required for the role.

In my recent positions as admin/clerical associate, I have worked hard to ensure smooth functionality of the office while providing administrative and accounting support to high-demand, outcomes-driven employers in a fast-paced, high-pressure work environment. I respond timely and adequately to requests and inquiries from clients and colleagues and thrive in juggling multiple projects at one time. I am resourceful and independent, requiring minimal or no supervision to complete tasks with high quality and efficiency.

I excel at reception duties, inventory management, and accounting support. I am also adept in Microsoft Word, Excel, and PowerPoint, as well as in Photoshop and Illustrator, and can adapt swiftly to new programs and applications. You can rest assure that I would offer first-rate administrative support that matches the high standard of services that [name of company] so remarkably provides.

Please find the attached resume to give you a more in-depth description of my qualifications. I hope to have the opportunity to discuss these more with you in an interview at your most convenient time. Thank you for your consideration and I look forward to meeting you in person.

Sincerely,

**Mark Li**

Enclosure: Resume