

Your Name

Creative Director

Donald James
123 Your Street
Columbus, OH 12345
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no_reply@example.com

4 SEPTEMBER 2020

Hiring Manager Name

Hiring Manager, Company Name
123 Address St
Anytown, ST 12345

Dear [Hiring Manager],

My name is Donald James and I am applying for the executive administrative assistant position at [Company Name]. I learned about the position from Jenna Johnson, who is currently employed as the divisional marketing manager for your company. She suggested I apply because I have been an administrative assistant for seven years and have the skills required to thrive at Smith Industries. These skills are detailed in my attached resume.

During my time as an administrative assistant, I have become organized, efficient and detail oriented. I can quickly draft emails or complete expense reports, and as a result of my outgoing personality, I'm comfortable communicating with clients and supervisors. I take pride in projecting a professional experience and understand that when I greet visitors or answer phone calls, I represent the entire company.

As a marketing administrative assistant for Rockstar Sales Squad, I assist the sales and marketing team with essential tasks, including file management, faxing and scanning. I also help create marketing campaigns and facilitate effective communication between clients and coworkers. With my assistance, our marketing team has launched more than 100 effective campaigns this year, including several with well-known brands such as Super Soda, Bananariffic Blasterz and Nature's Blessings.

I would like to discuss my employment background, personality traits and skills in more detail at your earliest convenience. I believe I mesh well with the corporate culture of Smith Industries and could maintain a long-term position as your company's executive administrative assistant. Thank you for your consideration.

Sincerely,

Donald James