

Colleen Smith
ABC Company
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Smith,

During my seven-year tenure as an administrative assistant for Xavier Financial, I exceeded expectations by implementing a digital organization practice which saved the company nearly \$4,000 in yearly expenses. My hope is to bring the same initiative to ABC Company by taking on the Administrative Assistant position.

A self-starter who excels at running an efficient office environment by prioritizing various duties, I bring a creative and dedicated work ethic to the role. In addition, my accomplishments include:

- Preparing email correspondence, memos, and weekly reports for management
- Overseeing expense and travel reports as well as managing the daily calendars for senior staff
- Directing office traffic flow and connecting customers with the appropriate staff
- Utilizing Microsoft Office Suite products including Word, Excel, and PowerPoint

I'm looking forward to discussing in more detail how I can use my skills to create a calm and effective office environment for you, your staff, and your customers. Please let me know the most convenient time to talk.

Sincerely,

Matt Lauducci

P.S. I'd also like to tell you why the Administrative Assistant Certificate I received in 2017 showcases my success.