

MATT LAUDUCCI

Administrative Assistant
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(123) 456-7890
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January 12, 2024

Colleen Smith
Hiring Manager
ABC Company
(987) 654-3210
csmith@abccompany.org

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 look forward to discussing how I can help create a calm, efficient workplace for your staff. Please let me know the most convenient time to talk further. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

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