

Suzie Admin  
123 Main St.  
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Home: (555) 555-5555  
SuzieAdmin@somedomain.com

[Date]

[Recipients Name]

[Recipients Title]

[Company Street]

[Company City, State Zip]

Dear Recipient:

Are you spending too much time handling administrative tasks? Would you like to free yourself from some work so you can focus on building your business? If the answer is yes, then we should speak.

I offer a great track record in teamwork and administrative support. You will benefit from my following key strengths:

- Computer expertise, with proficiency in all MS Office programs (Word, Excel, PowerPoint, Outlook and Access).
- Broad-based experience covering a wide spectrum of administrative duties, including billing/invoicing, payroll administration, customer care, document preparation, travel/meeting coordination and project/program support.
- Superior multitasking talents, with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.

I am confident that if you hire me as your administrative assistant, you will have more time and energy to concentrate on growing your business. My resume is enclosed for your review, and I will follow up with you in a few days to discuss your administrative support needs. You may also call me at (555) 555-5555 or email me at SuzieAdmin@somedomain.com. Thank you for your time, and have a great day.

Sincerely,

Suzie Admin  
Enclosure