

Suzie Admin

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October 20, 2016

Recipient Name

Title

Company

Address

City, ST ZIP Code

hiring.manager@gmail.com

Dear Mr./Ms./Mrs. [Hiring Manager's Name],

Please accept my enclosed application for the position of Administrative Assistant at [Company Name]. Having read through your job description, I am thrilled to be applying for this position as my experience and skillset match the requirements you're looking for.

At my current company, Wendy's, I am valued by the Store Manager and his staff as a critical support pillar for the team, keeping the cash drawer balanced, and customers happy at all times. I have spearheaded the effort to have the cleanest store for almost two years straight. Allow me to highlight three bullet points from my resume that I believe demonstrate why I am the perfect candidate for this position:

- Trained two cahiers and helped to ensure attention to detail, customer service and adherence to company policy, demonstrating leadership
- Help with and maintain employee shift schedules, showing teamwork
- Maintain a clean working environment, indicating I care about quality in the workplace

I believe that I have the ability to perform the major duties, and train others in how to perform in this role effectively, should the need arise.

I would love to have to opportunity to join the team at [Company Name] and use my skills to create an efficient and stress free office environment for your executives. I believe I can meet and exceed the expectations you have for this role. I look forward to speaking more with you about my candidacy. Thank you for your consideration.

Sincerely,

[Your Name]