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| **robert smith**  **Administrative Associate** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

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

I am writing you this letter about the job vacancy you have made for the Administrative Associate role at your valued company, Charis Networks. Inc. I am delighted to submit my resume herewith as my 4 plus years of experience in the business administration field and skillset fit the requirements you are looking for.

I am an enthusiastic and qualified professional with a bachelor’s degree in business administration from a reputed university. Throughout my experience I have learned the best practices of Administration management involving all the Admin related tasks which include, updating and filing records, Scheduling appointments, logistical needs of the company, maintaining the office budget and expenses professionally with quality time and cost controlling approaches. Through hard work and adopting the best practices at work, I have been able to attain outstanding results. While my Curriculum Vitae demonstrates in details about my formal education qualifications, work experience and achievements in my previous organizations as an Administrative Associate, allow me to share some of the core achievements and strengths from my current position which can better analyze me to be apt for the position at your valued organization.

* Followed the best practices at work with a motive to bring down the cost involved, increase efficiency and quality of the output.
* Awarded as the best employee for meeting the values of the organization with an excellent work ethic and a highly professional attitude.
* Appreciated as a good team player in being flexible with the team and sharing knowledge at work and working hand in hand for a common goal.

I believe my 4 plus years of experience will meet your requirements for the position of Administrative Associate. Given an opportunity to join the team at Charis Networks. Inc, I can assure you my fullest contribution as a good team player and can bring significant value to your organization, using my experience and skill set.

I would be delighted to discuss further with you in the weeks to come about the position in your esteemed organization. Should you be requiring any additional information, I would be pleased to share it. Please feel free to contact me. I Appreciate your time and thought in this regard.

Sincerely,

[Your Name]