**Robert Smith**

**Administrative Support**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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],

Please accept my enclosed resume for the role of Administrative Support at Burke Industries. Having read through your job description, I am compelled to apply for this post as I strongly believe that my 5 + years of experience and skill set align exactly with the requirements you are looking for.

In my current role at Mayfield & Bros, I assist the administration with various duties such as answering phone calls, typing documentation, filing paperwork, and generating reports and presentations. My excellent time management skills coupled with my friendly welcoming personality proves to be a resourceful asset to the company. I am comfortable working in any type of office setting and have strong knowledge of the latest office software and computer programs. I would love to provide and bring this work ethic and dedication to Burke Industries given the Administrative Support Post.

While my resume goes detail into my academic background, job duties and experience, I would like to highlight the following qualifications –

* Trained four assistants during the company expansion period to ensure adherence to company policies and attention to detail.
* Typed drafts, memos, emails and prepared five reports weekly for review and approval.
* Performed comprehensive admin support tasks for the senior-level management – including sales and marketing support, event planning, budget development, and meeting coordination.
* Balanced multiple tasks in a challenging environment without compromising on quality, and leadership.
* Identified areas of improvement and recommended office procedures to optimize productivity.
* Honed skills in MS Office.

I would be more than pleased to join your team at Burke Industries as an Administrative Support, wherein I can use my skills and experience to create an efficient and stress-free work culture for your staff and executives. I also firmly believe that my qualifications exceed your expectations.

I look forward to speaking with you in person so that you can know more about my candidacy. Feel free to contact me at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]