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| **robert smith**  **Assistant Team Leader** | 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 submitting this letter in response to the job position for the post of Assistant Team Leader in [XXX Company]. With my four years of experience in providing administrative assistance as the Assistant Coordinator in [YYY Company], coupled with my commitment to being up to date with my assigned work, I believe that I would significantly benefit your company.

[XXX Company] is held in high regard for its client-centric approach. Your systematic way of selling products and services using innovative marketing strategies has been the hallmark feature of your company. I am certain that being a part of your company will help me advance my skills and upgrade them to greater lengths.

In my current role as the Assistant Coordinator at [YYY Company], I perform the following tasks and duties:

* Interviewed candidates and made staffing decisions for the company.
* Trained and developed new associates from different departments.
* Assigned employees and staff workers to specific duties to best meet the needs of the company.
* Evaluated secured storage warehouses to ensure proper distribution of required items.

I have a proven track record to do the assigned work in the most accurate and timely manner possible. My previous experience combined with my organizational and problem-solving skills has prepared me to excel in this role. I believe that your company will provide me with an excellent platform to upgrade my skills and abilities.

Thank you for your time and consideration.

Sincerely,

[Your Name]