**Robert Smith**

**Chief Administrative Officer**

**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],

I came across the job posting for a Chief Administrative Officer on your website [XXX Organization]. I am excited to submit my resume for your review. I am a highly organized and efficient professional with varied experience in leading different departments.

I am prepared to contribute to your company in achieving your goals. [XXX Organization] is one of the leading companies in administration. Working with your company will be an amazing opportunity to further expand my capabilities.

At my current organization [YYY Organization] I am responsible for the following:

* I guided the finance team on cash management to produce accurate outcomes.
* Performed various cash related activities such as bank reconciliation and cash allocation.
* Collaborating with staff for preparing budgets and audit reports.
* I prepared presentations for review on further investments, provide logistical support, and full-scale administration.
* I also am committed to overseeing office activities and implement new ones or better optimization.

My multitasking skills and commitment for provide outstanding administration will help me to provide you with all the necessary support, and excel at your organization. I am sure I will be a perfect fit for the role of a Chief Administrative Officer.

Thank you for your time and consideration. Looking forward to meeting you to discuss the position in further detail.

Sincerely,

[Your Name]