|  |  |
| --- | --- |
| **Robert smith****Senior Administrative Assistant** | **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],

Upon review of your posting for a Senior Administrative Assistant, I was eager to submit my resume for your perusal. As a highly experienced and organized professional with solid administrative support experience, and exemplary interpersonal capabilities, I am prepared to significantly contribute to the organization’s goals.

My background includes driving efficiency in the company by overseeing the administrative processes and functions, and ensuring that the staff adheres to a deadline-driven environment. From making travel arrangements for the senior management to coordinating project management, and facilitating meetings, I excel at task prioritization and collaborating efficiently with peers and the management team. Summary of my highlighting qualifications includes –

* Accountable for a wide range of administrative and support functions including inventory tracking, logistics management, data entry, handling correspondence, report generation, and front desk management
* Exhibiting a steadfast commitment to providing robust support within a challenging customer-facing environment while adhering to internal policies, procedures, and regulations
* Streamlining operations and achieving organizational success; coordinating and scheduling conferences; and handling travel and logistical arrangements
* Proficiency in multitasking while providing top-notch interpersonal, organization, and communication skills
* Expertise in developing, and conducting business/social events, and board meetings
* Training and mentoring junior administrative staff, evaluating performances, and supervising day-to-day tasks and special projects
* Proficiency in a range of software, and applications including MS Office Suite, and Salesforce. Com; and various social channels

With my skills in office administration and talent to adapt quickly to new technologies, I am confident that my strengths will be beneficial to your company. And I also assure you that my additional potential will readily translate to your environment. The chance to offer more insight into my qualifications would be appreciated. Thank you for your consideration. Looking forward to speaking with you soon.

Sincerely,

[Your Name]