

Sample Administrative Assistant Cover Letter

From: Tara Richardson
3425 Hamfield Avenue
Casper, Wyoming 35436
+1 308-998-6329

[Date]

To: James Reynolds
634 Lockstile Way
Casper, Wyoming 48503

Dear Mr. Reynolds,

Please accept my enclosed application for the position of administrative assistant at ABC Consulting. Having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skill set match the requirements you're looking for.

At my current company, Redford & Sons, I am valued by the CEO and his staff as a critical support pillar for the team—keeping meetings, papers, travel arrangements, and office items organized at all times. I have spearheaded the effort to “go digital” for almost all planning and paperwork, increasing office efficiency to the point of saving \$3,000 per year in contracted labor expenses. Allow me to highlight three bullet points from my resume that I believe demonstrate why I am the perfect candidate for this position:

- Trained two administrative assistants during a period of company expansion, ensuring that they pay explicit attention to company policies and minute details;
- Maintained utmost discretion when dealing with sensitive topics;

Writing Sample For Administrative Assistant Position

Lisa Zimmer Hatch, Scott A. Hatch



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College Mentoring Handbook James L. Gray, EdD, 2016-02-27 The Mentoring Handbook invites students to experience the power of learning by adopting the self directed learning approach to college Eleven mentoring lessons are presented that reveal winning strategies and conceptual insights on how a student can liberate him or her from the role of passive learner and take personal responsibility for active learning instead of being fed by faculty The author demystifies the degree and the GPA as the end game of college illustrating to students how not to let college get in the way of a good education which ultimately is to enhance employability potential and build work readiness skill sets Most important the mentoring lessons will help students reframe the purpose of college and use the learning experience to transform themselves as competitive job seekers in a murky job market and an uncertain economic landscape As they rethink the outdated traditional instructor driven education college model that they have fallen victim to they become empowered to take control of their professional growth and career aspirations Clearinghouse Review ,1996 **The Third Branch** ,2001 *Wannabe* Everett Weinberger,1997-08-15 Everett Weinberger has an Ivy League education and an MBA but what he really wants to do is produce He s willing to start at the bottom even if it means being Alec Baldwin s personal assistant but after tapping all his L A connections he still can t land a job He even blows one interview by forgetting to compliment a studio exec on his car When Everett gets work as a power temp life gets even weirder He becomes second assistant to everyone from Frank Wells to Leonard Nimoy trying to cope with the incessant phone calls and invisible protocols that keep getting him fired *Wannabe* is a scathing and laugh out loud funny portrait of a world where even the assistants are political barracudas by a guy with no bridges left to burn A real life *Swimming With Sharks* it should be required reading on the Hollywood syllabus **Ohio State Bar Association Report** ,1991 Paralegal Career For Dummies Scott A. Hatch,Lisa Zimmer Hatch,2019-04-02 Your career as a top notch paralegal starts here The demand for paralegal professionals is exploding and *Paralegal Career For Dummies* 2nd Edition explains the skills and requirements needed to pursue this rewarding career Inside you ll discover the ins and outs of paralegal skills from preparing documents and performing legal research to obtaining certification job hunting and understanding legal concepts Use this hands on guide to help in your career considerations bolster your paralegal training or as an everyday on the job reference *Paralegal Career For Dummies* will be your trusty assistant through all phases of your life as a paralegal taking you forward with tips on networking and joining professional organizations that will enhance your career Discover the job skills required for success as a paralegal Learn important legal concepts you ll need on the job Access forms templates and examples on the companion website Develop strategies to manage time and advance your career Complete with a companion website containing a wealth of valuable information this book covers everything you need to become a top notch paralegal **Magazine Writing** Christopher D. Benson,Charles F. Whitaker,2014-02-03 What does it take to launch a career writing for magazines In this comprehensive up to date

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Nancy Schuman, Burton Jay Nadler, 2012-04-18. Find the right words for the best job. It's not enough to have the talent and experience to land the right job; you have to be able to put that talent and experience into words. With just the right phrase, you can highlight your achievements in your resume, make the cover letter pitch that sets you apart from the crowd, and underscore your unique skill set in the interview that lands you the job. In *1,001 Phrases You Need to Get a Job*, employment gurus Nancy Schuman and Burton Jay Nadler show you how to walk the walk and talk the talk you need to win the job you want. *Ferguson Career Resource Guide to Internships and Summer Jobs, 2-Volume Set*, Carol Turkington, 2014-05-14. Provides details on over 550 internships and summer jobs. **Judicial Clerkship Opportunities**, 1992. **Paralegal Career For Dummies**, Scott Hatch, Lisa Zimmer Hatch, 2006-07-31. Apply important legal concepts and skills you need to succeed. Get educated, land a job, and start making money now. Want a new career as a paralegal but don't know where to start? Relax. *Paralegal Career For Dummies* is the practical, hands-on guide to all the basics from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more. Discover how to secure your ideal paralegal position. Pick the right area of the law for you. Prepare documents for litigation. Conduct legal research. Manage a typical law office. Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements. [Paralegal Career For Dummies](#), Lisa Zimmer Hatch, Scott A. Hatch, 2024-12-24. The verdict is in: this is the must-have resource for aspiring paralegals everywhere. Looking for a new, lucrative and rewarding career in the legal field? Have you considered becoming a paralegal? In *Paralegal Career For Dummies*, you'll find everything you need to know about how to begin an exciting new chapter in your professional journey. This hands-on guide walks you through choosing what type of law firm you should work in, becoming certified, and networking with others in the field. It's also full of the legal concepts and procedures you need to understand to succeed in this area, including legal drafting, research, interviews, and more. Plus, go online for a treasure trove of complimentary online resources such as forms, templates, and examples of legal memos, summons, letters, and

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