Patricia Davis

[Street Address] New York, NY 55900 ⬩ Cell: 212-443-2357 ⬩ [Email Address]

**Today’s date**

Mr. Andrew Jefferson

Company name

Address, City, State, zip

Dear Mr. Andrew Jefferson,

A great administrative assistant can add hours to a boss’s professional day!

In response to today’s New York Office Jobs circular, I’m applying for the position as administrative assistant at XER.

My organized and efficient way of tackling my daily work means that everyone else in the office spends less time and pressure dealing with the details of the company and they can devote themselves to the bigger picture of XER’s goals.

During my years working for the Management T Group (please see my attached resume), I used my organizational abilities, computer skills, knowledge of database programs, and familiarity with office equipment to ensure an effective running office.

Some of my duties include:

* Monitoring our company website.
* Performing all clerical duties (telephone correspondence, photocopying and faxing, filing, and creating spreadsheets.
* Training new staff members and purchased office equipment after researching various brands and receiving quotes (often saving 25% or more on these orders).

Thank you for your time. I would be happy to come to the office for an interview in the near future to demonstrate some of the methods that I use to maximize the output in an office day.

You can contact me at 212-443-2357 or [Email Address].

Sincerely,

Patricia Davis