
Mia Martin

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Dear Mr. Lyle,

I write in response to your ad seeking an Administrative Assistant at Lyle Tax Professionals. As a highly competent Administrative Assistant, I would bring a resourceful, flexible, and hardworking attitude to this role.

In my current position, I maintain an exceedingly functional office environment while providing administrative support for a fast-paced production company. I have a knack for problem solving and work well independently and with little oversight. I respond to requests from colleagues and clients in a timely manner and am adept at prioritizing multiple ongoing projects.

Additionally, I am adept at:

- Building immediate rapport with callers, clients, visitors, and VIPs.
- Handling correspondence, reporting, and documents with efficiency and accuracy.
- Creating reports and writing documents that support business needs.
- Managing day-to-day calendars and travel arrangement for senior professionals.

I am a self-starter and excel at inventory management, meeting support, and event planning. I am also deeply familiar with Microsoft Word, Excel, and PowerPoint, and adapt quickly to new programs. As a part of the team at Lyle Tax Professionals, I hope to provide first-rate administrative support and organization to your firm.

My resume and references are attached. Please feel free to contact me at your earliest convenience so we can discuss the position and your needs in detail.

Sincerely,

Mia Martin