
Creative Administrative Assistant Cover Letter Example

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Today's Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Subject: Adding Creativity to Administrative Excellence

Dear [Recipient's Name],

Imagine an Administrative Assistant who not only manages your schedule and organizes your office but brings a burst of creativity to the team, enhancing company culture and contributing to innovative problem-solving. I'm excited to apply for the Administrative Assistant role at [Company's Name] and bring my unique blend of administrative prowess and creative thinking to your esteemed company.

During my tenure at [Previous Company Name], I've combined my skills in administration with a passion for creative solutions, leading to a 20% increase in team productivity and a more vibrant, collaborative office environment. I'm eager to bring this same energy to [Company's Name] and assist in the growth of your innovative team.

Thank you for considering my application. I look forward to potentially discussing how my creativity and administrative skills can serve [Company's Name].

Sincerely,
[Your Name]