

Frances Waller

Administrative
Assistant

FROM

Frances Waller
Administrative Assistant

TO

Dennis Roth
Vivid Innovations

DETAILS

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franceswaller@mail.com

Minneapolis, MN

Dear Mr. Roth,

I am writing to express my interest in the Administrative Assistant position at Vivid Innovations. With 9 years of experience in administrative roles, I am confident that I possess the skills and qualifications necessary to excel in this role.

In my current position as an Administrative Assistant at Infinite Solutions, I have honed my organizational and time-management skills by efficiently managing calendars, scheduling appointments, and coordinating meetings for multiple executives. My experience has also allowed me to develop strong communication skills and the ability to work effectively with team members at all levels.

One of my biggest achievements at Infinite Solutions Company was streamlining the office supply ordering process, resulting in a 20% decrease in expenses within the first year. This not only saved the company money but also improved efficiency and productivity within the office. Furthermore, my attention to detail and ability to multitask have consistently been praised by my superiors.

As an individual who takes pride in being organized, proactive, and detail-oriented, I am confident that I would be a valuable addition to the Vivid Innovations team. My strong work ethic and positive attitude allow me to thrive in fast-paced environments while maintaining a high level of accuracy.

I am excited about the opportunity to join a dynamic organization like Vivid Innovations and contribute my skills towards its continued success. Thank you for considering my application. I look forward to discussing how I can contribute to your team further.

Sincerely,

Frances Waller