

Download Opening Statement Examples For Administrative Assistant Pdf

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager. Administrative assistant resume sample and examples to help you write one that gets you the job. Learn what skills to put in your administrative assistant resume objective, how to talk about administrative experience, and stand out among other admin assistants like a unicorn from a herd of Shetland ponies!

Subject: Administrative Assistant - Jane Doe. Dear Mr. Smith, I am writing in reference to the open position of administrative assistant in the marketing department at XYZ Enterprises. Susan Jones was a colleague of mine for many years, and she recommended I contact you directly about the position. She believed that my varied experiences and education give me the skills necessary to be a successful candidate for your organization. Software proficiency is a vital skill for administrative assistants, so you want to put it near the top of your resume. As you can see in the highlights section of the administrative assistant resume sample, items such as spreadsheet and word processing prowess as well as report analysis appear above the fold.