

OLIVIA MILLER

Milwaukee, WI 53213 • (555)555-5555 • olivia.miller@monster.com

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Dear Hiring Manager,

I am writing to express my interest in the Administrative Assistant position. With 12 years of experience in administrative roles, I have developed a strong foundation in organization, communication, and problem-solving skills that I believe would be beneficial to your team.

Throughout my career, I have cultivated a working style characterized by diligence and attention to detail. My ability to multitask effectively while maintaining a high level of accuracy has enabled me to support various departments efficiently. I am adept at managing schedules, coordinating meetings, and ensuring smooth daily operations within an office environment.

My previous roles have allowed me the opportunity to interact with diverse teams and clients. This experience has enhanced my interpersonal skills and taught me the importance of fostering positive relationships within the workplace. I thrive on collaboration and enjoy contributing towards creating a cohesive team atmosphere.

In addition to my organizational capabilities, I possess proficiency in various software applications that streamline administrative processes. Staying current with technology trends is something I prioritize as it enhances productivity and efficiency in any role.

I am excited about the possibility of bringing my unique strengths to your organization as an Administrative Assistant. Thank you for considering my application; I look forward to discussing how my background can contribute positively to your team.

Sincerely,
Olivia Miller