

Administrative Coordinator

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Job Title

Company

Street

City, State Zip

To whom it may concern:

As my resume indicates, I have roughly eight (8) years of professional experience in an administrative capacity. I have worked as an assistant either to a department, single individual or multiple individuals in separate departments. I am sure you are aware of the flexibility, focus and diplomacy such positions require. I want to bring the knowledge and insight gained through these various experiences to the Office of the Registrar at GA University.

I have much to offer in the way of diversity of experience and profession in that I have worked in three (3) major industries in the United States: staffing, law, and currently, education. Within these industries I have had the opportunity to learn human resource policies, procedures and the protocol necessary to enforce them ethically and without liability. From my work in a law office I have sharpened my organizational skills, attention to detail and my ability to work with speed and accuracy.

In my past and current positions at GA University I have gained experience in research, writing reports, designing high impact Power Point presentations, administrating grants, and much more. Combine all of this experience with my natural talents (writing, aesthetics, analytical problem solving, logistical planning, and research) and with my work ethic you have a well-rounded candidate you will be proud to have on your staff.

Finally, in all the previous positions I have held, I have approached them as opportunities for career advancement and discovery. I will bring the same entrepreneurial spirit and value added vision to your office.

It is my sincere hope that we will meet for an interview to discuss any questions you may have and a future for me at the Office of the Registrar at GA University. Of course, feel free to call (555-555-5555) or e-mail (youremailaddress.com) me to schedule an interview.

Thank you for your time and consideration, and best regards.

Very truly yours,