**COVER LETTER**

August 12, 20XX

Subject: Office Assistant - April Chang

Dear Mr. Lee,

I am interested in applying for the office assistant. I have experience in scheduling appointments and communicating with clients, and I am familiar with a variety of phone systems. My communication skills are excellent; I have been praised for my ability to communicate with clients effectively on the phone, in person, and over email.

I also have training in a variety of software programs and systems, including Microsoft Excel, Adobe InDesign, DocuSign, and more. I recently led a workshop for office staff at my previous job on how to effectively use SharePoint. I am a fast learner who is skilled at mastering computer software.

My schedule is flexible, and I would be available to work at your convenience. I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

April Chang

37 Paper Street

Baytown, CT 06061

Email: april.chang@gmail.com

Cell: 806-555-1245