**Subject:** Administrative Assistant - Jane Applicant

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.

I have experience in many aspects of office administration. I have been responsible for accounting, ordering stock and office supplies, maintaining records, creating and updating inventories, scheduling appointments and greeting customers at the door.

During my time as administrative assistant at ABC Industries, I utilized many of these skills, and also had the opportunity to work closely with the marketing department. One of my duties was maintaining communication between departments as we were undergoing a restructuring of our advertising campaign. I was excited to be a part of the 30% growth we experienced as a result of the new marketing strategy.

My experience with White Books provided me with the opportunity to hone my written ability, as I was responsible for proofreading and editing executive correspondence. It also helped me to develop excellent time management and prioritizing skills to complete work on a deadline.

I would appreciate the opportunity to meet with you to discuss the administrative assistant opportunity you have available. I believe that I would be a good fit at XYZ Enterprises, and I thank you for your consideration.

Sincerely,

Jane Applicant

[jane.applicant@email.com](mailto:jane.applicant@email.com)

(555) 222-3344

Sabrina Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · sabrina.applicant@email.com

September 1, 2018

Felton Lee

Manager

Electrical Union Workers

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am responding to your posting on Craigslist for an administrative assistant. I believe my experiences in the nonprofit world, as well as my passion for the goals of labor unions, make me an ideal candidate for the position.

Here is a summary of my skills:

--Communications

--Non-profit experience

--Computer proficiency

--Organizing office procedures

--Training and supervisory experience

--Public relations

--Database maintenance

You specify that the ideal candidate will be able to take on multiple roles within the Union. Since 20XX, I've volunteered in a variety of capacities for XYZ Nonprofit. I began as a writer/editor for their newsletter, assisted in producing various special events, and have been active in volunteer recruitment and website management. I believe all of these experiences and skills would translate well into your administrative assistant position.

Last summer I completed a seminar at A Circle of Ten, Inc. - an intensive workshop that explores the process of collaboration, community development, and fundraising. I now understand, more than ever, how essential unions are in ensuring a voice for employees. I am excited at the prospect of being part of the tradition that protects employee rights.

I am a long-time activist and grew up in a family that is pro-union. My great-uncle was a Wobbly. My uncle remembers meetings at his house with Emma Goldman. This family history has made me extremely passionate about the long, bitter struggle for worker rights.

Thank you for your time. I look forward to hearing from you to arrange a time to speak further about how I can contribute to your organization.

Sincerely,

Sabrina Applicant (signature hard copy letter)

Sabrina Applicant