

[Your Name]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Application: Administrative Assistant, [Your Name]

Dear [Hiring Manager],

For [X] years I have been the right hand of [X executives / a team of X] at [Company], managing [X] meetings a week, travel, and correspondence without a missed deadline.

I digitized [X] files, cutting retrieval time by [X]%, and coordinated [X] events for up to [X] attendees. Meeting minutes go out within [X] hours.

I work fluently in MS Office, document-management systems, and Arabic and English business writing, typing [X] words per minute in both. I am familiar with government correspondence and archiving procedures.

I can start on [date] and would welcome an interview.

Sincerely,

[Your Name]