

# Jordan A. Taylor

January 16, 2026

Acme Corporation

RE: Administrative Assistant

Dear Hiring Manager,

I am excited to apply for the Administrative Assistant position at Acme Corporation, as advertised on your careers page. With a solid background in administrative support and a passion for organizational excellence, I am eager to contribute to your team and help streamline operations to enhance overall efficiency.

In my previous role at XYZ Enterprises, I successfully managed office operations for a team of 30 professionals, where I implemented a digital filing system that increased document retrieval efficiency by 40%. This initiative not only reduced the time spent on administrative tasks but also improved collaboration across departments. Additionally, I played a pivotal role in coordinating company events, where I liaised with vendors and managed logistics, resulting in a 15% reduction in costs through effective negotiation and vendor management.

Moreover, my experience in utilizing various software tools, such as Microsoft Office Suite and project management platforms, has equipped me with the skills necessary to support daily administrative functions efficiently. I am adept at maintaining schedules, managing communications, and providing comprehensive support to ensure smooth operations. My attention to detail and proactive approach have consistently been recognized by my supervisors, and I am confident that these qualities would be an asset to Acme Corporation.

I am enthusiastic about the opportunity to bring my unique skills to your esteemed company and contribute to the success of your administrative team. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Taylor