

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Administrative Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Administrative Assistant position at Acme Corporation, as advertised on LinkedIn. With a strong background in customer service and project management, I am excited about the opportunity to leverage my skills in a new and challenging environment.

In my previous role as a Customer Relations Specialist at XYZ Inc., I successfully managed a variety of administrative tasks, including scheduling appointments and maintaining databases, all while enhancing customer satisfaction. My ability to streamline processes resulted in a 20% reduction in response time to customer inquiries, which significantly improved our team's efficiency. Additionally, I took the initiative to implement a new tracking system for client communications, which was adopted company-wide, demonstrating my capacity to identify and solve problems proactively.

Furthermore, my experience in coordinating events and managing logistics for team projects has equipped me with the skills necessary to thrive in an administrative role. At ABC Company, I organized quarterly team-building events that fostered stronger collaboration among team members while also managing budgets and vendor relationships. This experience has honed my organizational and multi-tasking abilities, ensuring that I can effectively support your team at Acme Corporation.

I would love the opportunity to discuss how my background and skills can contribute to the success of Acme Corporation as a Career Change Administrative Assistant. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith