

# Sadie Conn

Administrative  
Assistant

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## Contact Details

East Bennymouth, 94211-  
7092, Minnesota

(054) 735 8014

[sadieconn@gmail.com](mailto:sadieconn@gmail.com)

[Company Name]

Attention: [Hiring Manager Name]

Dear [Hiring Manager Name],

I am writing to apply for the position of Administrative Assistant at [Company Name]. With my 0-2 years of experience and strong organizational and communication skills, I am confident that I can make an immediate and positive contribution to the team.

I have a strong background in administrative support and I am comfortable with a variety of software programs, including Microsoft Office, QuickBooks, and Google Suite. I am highly organized and detail-oriented, enabling me to efficiently complete tasks and prioritize work. I am also an excellent communicator, both verbal and written, and I am not afraid to take initiative and suggest creative solutions to problems.

I have a proven track record of success in administrative roles and I am eager to work in a team setting. I am confident that my experience and enthusiasm make me an ideal candidate for this position.

I look forward to hearing from you and discussing the opportunity further.

Sincerely,

[Your Name]

## Cover Letter Last 90 Days

**Karin Nielsen-Saines**

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web aug 16 2017 1 2 the bolts are intended for use in structural connections these connections are covered under the requirements of the specification for structural joints using astm a 325 or a 490 bolts approved by the research council on structural connections of the engineering foundation 1 3 the bolts are furnished in sizes  $\frac{1}{2}$  to  $1\frac{1}{2}$

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