

JACOB HARDING

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January 14, 2024

MARIANA OLSEN

Senior Hiring Manager

Robert Half

(000) 111-2222

molsen@email.com

Dear Ms. Olsen,

Reducing event expenses by 45% last year by sourcing more cost-effective (yet high-quality) venues was the top achievement of my career so far. I'm excited to make a similar impact as your next administrative assistant.

I'm drawn to Robert Half's reputation for prompt, high-quality customer service. With a focus on efficiency and data accuracy, I'm a perfect fit for your organization. My recent achievements include:

- Redesigning the stock inventory system to reduce waste by 35%
- Earning over 95% client satisfaction on monthly feedback surveys throughout 2022
- Receiving formal praise at the last company-wide meeting for my support of the senior leadership team

I would like to arrange a meeting to discuss how my abilities and professional knowledge can help colleagues and clients at Robert Half. Please let me know what time and date are convenient.

Sincerely,

(Insert Signature Here)

JACOB HARDING