**Office Assistant Cover Letter Example**

**Tory Lanez**

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hello@kickresume.com

My Address, City, Country, Postal code

Name Surname

Weathernews Scandinavia

Assets & Benefits

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Cover letter to administration position in Assets & Benefits

It is with great interest that I apply for the position in Assets & Benefits at Weathernews. I am interested in the position because I am interested in working for an international business where I can use my language competencies. One aspect that speaks to me is the opportunity to work with the head office in Japan, as I am currently learning Japanese in my spare time. I generally like working with people of different cultures as I find it creates a more diverse work atmosphere and allows us to see other points of view.

During the course of my work life, I have worked primarily with administrative assignments. I have my final exam for my office education on the 7th of February.  My apprenticeship at Knord in Lyngby has given me the opportunity to develop my personal and professional competencies further. During my time there, I have worked in a number of departments; Sales, where I was responsible for invoicing and order management. I have also worked in Logistics where I was a ‘problem solver’, where I had to work with the different departments to solve the issue at hand.

I am interested in working with exciting and complicated assignments as I work well under pressure. I also enjoy routine tasks, which are just as important. I have excellent organisational skills and can quickly learn how to use new systems. During the last portion of my apprenticeship, I work in Reception, which has a joint function of bookkeeping and customer service. I am enjoying working with both people and numbers both of which I consider to be one of my key strengths.

I am flexible and innovative. I enjoy finding solutions to challenges and finding ways to improve upon my work. I am also curious and enjoy learning something new. I am both a team player and can work independently. I am responsible and prioritise my work assignments so that I can complete them on time and to a high standard.

I hope you find my application interesting and I hope to hear from you soon.

Tory Lanez