

EMMA COOPER

Denver, CO 80203 • (555) 555-5555 • example@example.com

Aug. 7, 2025

Lauren Kim, Hiring Manager
Summit Administrative Services
Denver, CO 80210
(555) 555-5555
example@example.com

Dear Lauren Kim,

I am writing to express my interest in the administration officer position at Summit Administrative Services. With three years of progressive experience supporting office operations, I have developed a strong foundation in administrative procedures, organizational systems, and internal coordination. I am confident that my skills and commitment to service excellence would make me an asset to your team.

In my current role, I support a department of 25 professionals, handling scheduling, meeting logistics, and correspondence for multiple managers. I led the redesign of our internal filing system, cutting document retrieval time by 40%, and introduced a digital form process that reduced patient intake administration by 25%. Additionally, I coordinated over 200 meetings and appointments last year with zero scheduling conflicts and was recognized with the 2024 Team Support Excellence Award for my reliability and attention to detail.

I am proficient in Microsoft Office Suite, Google Workspace, and SharePoint, and I hold a Certificate in Office Administration from Arapahoe Community College. I am also CPR-certified and trained in HIPAA compliance, which has been crucial in supporting operations within a healthcare environment. In 2024, I created a digital tracking system for compliance documentation that improved audit readiness and reduced filing errors by 35%. I take pride in my ability to handle confidential data responsibly, prioritize competing tasks, and communicate clearly with both internal teams and external stakeholders.

I would welcome the opportunity to contribute my administrative expertise and proactive work ethic to the team at Summit Administrative Services. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your organization's continued success.

Sincerely,
Emma Cooper