Sally Evans
Seattle, WA
example@example.com

Silverpine Finance
1249 Willowbend Avenue, Suite 600
Seattle, WA, 19103

Seattle, WA, 3 November 2026

Dear Hiring Manager,

I'm reaching out to express my interest in any currently vacant or potential administrative assistant roles within Silverpine Finance. With [X] years of experience supporting a variety of teams and managing office operations, my strong organizational skills and dedication enable me to keep things running smoothly.

I'm comfortable juggling multiple priorities and problem-solving in fast-paced environments. And proficiency with tools like Microsoft Office, Google Workplace tools, Asana, Slack, and more, allows me to streamline processes and stay on top of deadlines.

I take pride in being resourceful, detail-oriented, and dependable. I enjoy creating well-organized systems that help teams succeed and maintain a positive, professional atmosphere in the workplace.

Thank you for your time and consideration. I would appreciate the chance to connect and learn more about any current or future opportunities where my skills and experience could benefit your team.

Sincerely,

Sally Evans