

Dear Hiring Manager,

I am confident that my strong hospitality management background qualifies me to make the transition into an administrative assistant role at Summit Enterprises. I have developed superior organizational, customer service, and multitasking abilities throughout my working career — all highly transferable to administrative assistance.

Working in busy areas of operation enabled me to multitask, plan under pressure, and ensure that operations are flowing smoothly, which I look forward to bringing into your office setting.

Thank you for your time.

Sincerely,

Sophia Patel