

Dear Hiring Manager,

I am writing to express my interest in the Administrative Assistant position. I came across your listing while searching on Indeed. With my work experience and skills, I feel like this role is a good fit for both myself and your company.

I currently work as a proofreader at Focus Forward where I copyedit transcriptions under tight deadlines. I evaluate these transcriptions to determine their usability, sending back necessary files to be revised and providing crucial feedback to contracted transcribers to improve quality of work submitted to clients.

As a streamer on Twitch, I have developed many skills that are widely applicable to a variety of roles. On an almost daily basis, I juggle time management, social media platforms, engaging with viewers, and making real-time adjustments to address any glitches that occur while streaming.

Further, with a background in writing and customer service, I feel like I am well prepared for any task that crosses my path. Whether I am collaborating on a team or taking the initiative on independent projects, expect nothing but hard work and my best foot forward. Whether it was assisting an associate with a large group of guests at the front desk, editing articles late at night in an empty newspaper office or speaking in front of 500 tourists in Disney World, I was able to accomplish the task at hand in a professional and courteous manner.

All of these traits, and more, set me apart from other candidates. My resume should further highlight and expand on these values, and I hope that you will agree that this partnership would be mutually beneficial. Thank you again for taking the time to review this application and I look forward to speaking with you more about this opportunity. For additional questions and follow-up, I can be reached at CodyLev@Gmail.com.

Thank you,

Cody Lev

