

[Your Full Name]
[Phone Number] | [Email Address]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. With a solid foundation in [mention 1-2 core skills, e.g., office management, scheduling, or records maintenance], I am eager to contribute my organizational expertise to your administrative team.

As you may notice in my resume, there is a gap in my formal employment history from [Start Date] to [End Date]. During this period, I [briefly mention reason, e.g., dedicated time to family obligations / pursued further certifications / managed a personal project]. While away from a traditional office setting, I remained engaged with the industry by [mention 1 activity, e.g., completing a Microsoft Office Specialist course / volunteering for a local non-profit].

Prior to this period, I spent [Number] years at [Previous Company Name], where I refined my ability to [mention specific accomplishment, e.g., streamline filing systems or coordinate complex travel itineraries]. This experience, combined with my renewed focus and commitment to administrative excellence, makes me a reliable and proactive candidate for this role.

I am particularly drawn to [Company Name] because of your reputation for [mention a company value or recent achievement]. I am confident that my attention to detail and professional demeanor will allow me to integrate quickly and add immediate value to your operations.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of your administrative department.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]