

*[Your Full Name]*  
*[Your Address]*  
*[City, State, Zip Code]*  
*[Your Phone Number]*  
*[Your Email Address]*  
*[LinkedIn Profile URL]*

*[Date]*

*[Hiring Manager Name]*  
*[Job Title]*  
*[Company Name]*  
*[Company Address]*  
*[City, State, Zip Code]*

Dear *[Hiring Manager Name or "Hiring Manager"]*,

I am writing to formally express my interest in the *[Job Title]* position at *[Company Name]*, as advertised on *[Where you saw the ad]*. As a highly organized and detail-oriented individual with a strong foundation in *[Key Skill, e.g., office management/customer service]*, I am eager to contribute to the operational efficiency of your administrative team.

Although I am at the entry level of my administrative career, my background in *[Previous Experience/Degree]* has equipped me with essential competencies. I possess advanced proficiency in the Microsoft Office Suite, particularly Excel and Word, and I am adept at managing complex schedules, coordinating correspondence, and maintaining digital filing systems. During my time at *[Previous Company/School]*, I successfully *[Mention a specific achievement, e.g., streamlined a filing process or managed high-volume calls]*, demonstrating my ability to handle multiple priorities in a fast-paced environment.

I am particularly drawn to *[Company Name]* because of its reputation for *[Mention a company value or recent project]*. I am confident that my proactive approach, strong communication skills, and commitment to professional excellence align with the standards of your organization. I am a quick learner who is ready to master new software and internal procedures to provide seamless support to your executive staff and clients.

Thank you for considering my application. I have attached my resume for your review and welcome the opportunity to discuss how my skills and enthusiasm can benefit *[Company Name]* during an interview.

Sincerely,

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