

[Your Full Name]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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

I am writing to express my enthusiastic interest in the **Administrative Assistant** position at [Company Name], as advertised on [Platform/Source]. As a motivated professional with a strong foundation in [mention 1-2 skills, e.g., organization and professional communication], I am eager to contribute to your team's operational efficiency.

During my [Degree/Previous Experience] at [Institution/Former Employer], I developed a reputation for meticulous attention to detail and the ability to manage competing priorities. I am proficient in the Microsoft Office Suite and experienced in [mention specific task, e.g., calendar management or data entry]. I am confident that my proactive approach and commitment to administrative excellence align with the corporate standards of [Company Name].

I am particularly drawn to [Company Name] because of its [mention a specific company value or recent project]. I am eager to bring my organizational skills to a fast-paced environment where I can support the executive team and ensure seamless daily operations.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the administrative needs of your office.

Sincerely,

[Your Name]