

[Your Full Name]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Administrative Assistant** position at [Company Name]. As a motivated professional with a strong foundation in [mention a core soft skill, e.g., organization or interpersonal communication], I am eager to contribute to your team's operational efficiency and provide high-level support to your staff.

Although I am at the entry level of my administrative career, I have cultivated a versatile skill set that translates directly to a fast-paced office environment:

- **Communication & Collaboration:** Experienced in managing clear internal and external correspondence while maintaining a professional and welcoming demeanor.
- **Time Management & Adaptability:** Proven ability to prioritize shifting tasks and meet deadlines without compromising attention to detail.
- **Problem-Solving:** Adept at identifying logistical bottlenecks and suggesting streamlined solutions to improve workflow.
- **Discretion & Reliability:** Committed to handling sensitive information with the utmost confidentiality and integrity.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or project]. I am confident that my proactive attitude and dedication to service excellence will make me a valuable asset to your administrative team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills and background can support [Company Name]'s goals.

Sincerely,

[Your Signature]  
[Your Printed Name]