

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL - Optional]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Entry Level Administrative Assistant position at [Company Name], as advertised on [Platform where you found the job]. As a highly organized and detail-oriented individual with a strong foundation in [mention a relevant skill like communication, scheduling, or software proficiency], I am eager to contribute to the efficiency of your office operations.

Although I am at the beginning of my professional career, I have developed essential administrative competencies through [mention education, volunteer work, or internships]. During my time at [School/Organization], I successfully managed [specific task, e.g., high-volume email correspondence, data entry projects, or event coordination], which required exceptional time management and a proactive approach to problem-solving. I am proficient in Microsoft Office Suite and quick to master new digital tools and office procedures.

I am particularly drawn to [Company Name] because of its reputation for [mention a specific company value or achievement]. I am confident that my dedication to excellence and my ability to handle multiple tasks simultaneously will allow me to provide high-quality support to your team from day one.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills and motivation align with the needs of [Company Name].

Sincerely,

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