

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

[Date]

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

**RE: Application for Entry Level Administrative Assistant - [Job Reference Number]**

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Administrative Assistant position at [Company Name], as advertised on [Platform where you saw the ad]. As a highly organized professional with a strong foundation in [mention a relevant skill like customer service or data entry], I am eager to contribute to the efficiency of your office operations.

During my [mention Education or previous non-office experience], I developed proficiency in the Microsoft Office Suite and honed my ability to manage multiple priorities in fast-paced environments. My background has prepared me to handle essential administrative tasks, including professional correspondence, scheduling, and digital filing, with a high degree of accuracy and confidentiality.

What draws me to [Company Name] is your reputation for [mention a specific company value or project]. I am confident that my proactive approach to problem-solving and my commitment to providing exceptional office support 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 can support the goals of [Company Name].

Sincerely,

[Your Name]