

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

[Date]

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

Dear [Hiring Manager Name/"Hiring Manager"],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Platform where you found the job]. As a recent graduate from [University Name] with a degree in [Your Degree], I have developed strong organizational, communication, and technical skills that align perfectly with the requirements of your administrative team.

During my academic career and [internship/volunteer work/part-time job], I consistently demonstrated the ability to manage multiple tasks simultaneously while maintaining a high level of attention to detail. For instance, in my role as [Previous Role/Project], I successfully [mention a specific achievement, e.g., streamlined a filing system, coordinated schedules for a team of 10, or managed high-volume digital correspondence]. This experience allowed me to become proficient in [Software, e.g., Microsoft Office Suite, Google Workspace, or CRM tools].

I am particularly drawn to [Company Name] because of your reputation for [mention something specific about the company's mission or values]. I am eager to apply my proactive work ethic and problem-solving abilities to support your daily operations and contribute to the overall efficiency of your office.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my background and enthusiasm can benefit [Company Name].

Sincerely,

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