

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Platform Name/Company Website]. As a current student at [University/College Name] pursuing a degree in [Major], I am eager to apply my organizational skills and strong work ethic to support your administrative team.

Although I am entering the workforce, my academic background has equipped me with essential skills required for this role. Through my coursework and [mention a club, volunteer role, or project], I have developed proficiency in Microsoft Office Suite, effective time management, and professional communication. I am highly adept at multitasking and maintaining attention to detail in fast-paced environments.

I am particularly drawn to [Company Name] because of [mention a specific company value or recent achievement]. I am confident that my reliability and willingness to learn will make me a valuable asset to your office operations. I am eager to contribute to the efficiency of your team while further developing my professional administrative capabilities.

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 skills align with the needs of [Company Name].

Sincerely,

[Your Name]