

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]

[Date]

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

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Platform/Source]. As a highly organized and detail-oriented professional entering the administrative field, I am eager to leverage my skills in scheduling, communication, and executive support to contribute to your team's operational excellence.

During my [Education/Previous Internship or Role] at [Institution/Previous Company], I developed a strong foundation in managing complex calendars, coordinating travel logistics, and maintaining confidential documentation. I am proficient in [Software/Tools, e.g., Microsoft Office Suite, Google Workspace, Slack] and possess a proactive approach to problem-solving that ensures tasks are completed efficiently and accurately.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or achievement]. I am confident that my ability to multitask in fast-paced environments and my commitment to high-level professional discretion will make me a valuable asset to your executive suite.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and enthusiasm align with the needs of your administrative team.

Sincerely,

[Your Signature]
[Your Printed Name]