

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

[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 Name/Company Website]. As a detail-oriented professional with a strong foundation in [Mention Key Skill, e.g., organization or communication] and a recent [Degree/Certification] from [School Name], I am eager to contribute to your team's operational efficiency.

During my time at [Previous Experience/School/Volunteer Role], I developed a reputation for being a proactive problem-solver. I am proficient in the Microsoft Office Suite and have experience managing [Specific Task, e.g., digital filing, scheduling, or customer inquiries]. My background has prepared me to handle the fast-paced environment of [Company Name] while maintaining high standards of accuracy and professional discretion.

I am particularly drawn to [Company Name] because of your reputation for [Mention a company value or recent project]. I am confident that my strong work ethic and willingness to learn will make me a valuable asset to your administrative department.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the goals of [Company Name].

Sincerely,

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