

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

[Date]

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

Dear [Mr./Ms./Mx. Surname],

I am writing to formally express my interest in the Administrative Assistant position at [Company Name], as advertised on [Platform where job was posted]. As a highly organized professional with a strong foundation in office coordination and communication, I am eager to contribute to the efficiency of your administrative operations.

Although I am entering the field at an entry level, my background in [mention degree, internship, or previous relevant experience] has equipped me with essential skills in document management, scheduling, and professional correspondence. I am proficient in the Microsoft Office Suite and possess a keen eye for detail, ensuring that all tasks-from data entry to executive support-are completed with accuracy and punctuality.

I am particularly drawn to [Company Name] because of your reputation for [mention a company value or recent achievement]. I am confident that my proactive approach and commitment to maintaining a seamless office environment will make me a valuable asset to your team.

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] during an interview.

Sincerely,

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