

[YOUR FULL NAME]

[Phone Number] | [Email Address] | [LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name/Department Head],

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 highly organized professional with a strong foundation in [mention a relevant skill like communication, scheduling, or data entry], I am eager to contribute to the operational efficiency of your administrative team.

Although I am at the entry level of my administrative career, my background in [mention degree or previous field] has equipped me with essential transferable skills. I have refined my ability to manage multiple priorities simultaneously while maintaining a high level of attention to detail. During my time at [Previous Experience/University], I successfully [mention a specific achievement, e.g., managed a complex filing system, coordinated schedules for a team of 10, or mastered Microsoft Office Suite].

What draws me to [Company Name] is your reputation for [mention a company value or recent project]. I am confident that my proactive approach to problem-solving and my commitment to providing exceptional support will allow me to integrate seamlessly into your workflow and provide immediate value to your office operations.

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

Sincerely,

[Your Full Name]