

*[Your Full Name]*  
*[Phone Number] | [Email Address]*  
*[LinkedIn Profile URL / Optional Address]*

*[Date]*

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

Dear *[Hiring Manager Name or "Hiring Manager"]*,

I am writing to express my enthusiastic interest in the *[Job Title]* position at *[Company Name]*, as advertised on *[Platform where you saw the ad]*. As a highly organized and detail-oriented professional looking to launch my career in administrative support, I am confident that my foundational skills in office coordination and communication make me a strong candidate for your team.

During my *[recent education/previous internship/relevant experience]*, I developed a proficiency in managing schedules, processing documentation, and providing excellent customer service. I am highly adept at using *[Software, e.g., Microsoft Office Suite, Google Workspace]* and possess the ability to quickly learn new internal systems. I take pride in my ability to handle multiple tasks simultaneously while maintaining a high level of accuracy and professionalism.

I am particularly drawn to *[Company Name]* because of your reputation for *[mention a specific company value or project]*. I am eager to apply my problem-solving skills and proactive work ethic to help streamline office operations and support the overall productivity of your department.

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]*