

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the Administrative Assistant position at [Company Name], as advertised on [where you found the job posting]. With my strong organizational abilities, exceptional communication skills, and proven proficiency in office management software, I am confident in my ability to provide valuable administrative support to your team.

In my previous role at [Previous Company Name], I was responsible for managing scheduling, organizing documentation, coordinating meetings, and providing efficient administrative support to both leadership and staff. My experience has equipped me with a keen eye for detail, effective time management, and a dedication to maintaining a well-organized office environment.

My expertise in Microsoft Office Suite, calendar management, and document preparation, combined with my ability to prioritize assignments and anticipate needs, allows me to contribute positively to any administrative setting. I am also adept at communicating clearly with clients and colleagues, ensuring smooth office operations at all times.

I am excited about the opportunity to join [Company Name] and bring my passion for administration and organizational excellence to your team. Attached is my resume, which provides additional details of my qualifications. I welcome the chance to further discuss how my skills and experiences align with your needs.

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am available for an interview at your earliest convenience.

Sincerely,  
[Your Name]