

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Hiring Manager's 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 skills, effective communication abilities, and relevant administrative experience, I am confident in my ability to contribute positively to your team.

During my previous role at [Previous Company], I developed expertise in managing schedules, handling correspondence, and coordinating meetings and events, all while maintaining accuracy and a keen attention to detail. My proficiency with office software and ability to multitask have allowed me to consistently deliver high-quality results, even in fast-paced environments. Additionally, my approachable nature and commitment to excellent service have helped foster a productive and collaborative work atmosphere.

To further support my application, I would like to reference [Reference Name], [Reference Title/Position] at [Reference Company]. [He/She/They] can attest to my strong work ethic, professionalism, and dedication to administrative excellence. You may contact [Reference Name] at [Reference Email] or [Reference Phone Number] to discuss my qualifications and performance in more detail.

I am enthusiastic about the opportunity to bring my skills and experience to the administrative team at [Company Name]. I am confident that my background aligns well with the requirements of the role and will enable me to make meaningful contributions to your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can assist [Company Name] with its administrative needs.

Sincerely,
[Your Name]