

Cover Letter Sample - Entry-Level Administrative Assistant

[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 entry-level Administrative Assistant position at [Company Name], as advertised on [where you found the job posting]. With a strong educational background in [your degree/major] and hands-on experience gained through [internship, volunteer work, or relevant extracurricular activities], I am eager to bring my organizational skills, attention to detail, and enthusiasm for learning to your administrative team.

During my time at [School/Organization], I developed proficiency in Microsoft Office Suite, maintained electronic and paper filing systems, and supported staff in daily operations that required strong multitasking abilities. My role as [your related role, if any-ex: student volunteer] taught me to respond quickly to changing priorities while maintaining accuracy and a positive attitude.

I am particularly impressed by [Company Name]'s commitment to [something about the company that excites you], and I am eager to contribute to your mission as a reliable and efficient member of your administrative support team. I am confident my communication, teamwork, and problem-solving skills would enable me to excel in this position.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills can benefit [Company Name], and am happy to provide further information or references upon request.

Sincerely,
[Your Name]