

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

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

Dear [Recipient Name],

I am writing to express my interest in the Bilingual Administrative Assistant position at [Company Name] as advertised. With several years of experience in administrative support roles and fluency in [Language 1] and [Language 2], I am confident in my ability to contribute to your organization by providing exceptional administrative, organizational, and cross-cultural communication skills.

During my previous role at [Previous Company], I managed a wide variety of administrative tasks, including calendar management, travel coordination, and document preparation, all while facilitating communication between teams and clients from diverse backgrounds. My ability to communicate fluently in both [Language 1] and [Language 2] enabled me to serve as an effective liaison, ensuring that language barriers never hindered productivity or the delivery of superior customer service.

I pride myself on my attention to detail, organization, and multitasking abilities, which have allowed me to excel in fast-paced environments. My experience handling confidential information, prioritizing tasks, and resolving issues efficiently, paired with my strong interpersonal skills, has prepared me to support your team and help maintain the high standards of professionalism and cultural competency that [Company Name] is known for.

I am eager to bring my administrative expertise and bilingual skills to your organization, and I am confident that my adaptability and commitment to excellence make me an ideal candidate for this position. I welcome the opportunity to discuss further how I can contribute to the ongoing success of [Company Name].

Thank you for considering my application. I look forward to the possibility of interviewing with you to discuss how my background, skills, and enthusiasm can benefit your team.

Sincerely,
[Your Name]