

Date: [Insert 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 over [number] years of experience in administrative support roles, I am confident in my ability to contribute effectively to your team.

In my previous roles, I have developed strong organizational and communication skills, demonstrated proficiency in Microsoft Office Suite, and managed complex scheduling and correspondence. My attention to detail and ability to multi-task have consistently allowed me to provide seamless support to executives and colleagues alike.

I am enthusiastic about the opportunity to join [Company Name] and contribute to your ongoing success. Based on my experience and the responsibilities of this position, my desired salary range is [insert salary range], which I believe aligns with industry standards and the value I can bring to your organization. I am, of course, open to discussing this further based on the overall compensation package and job expectations.

Thank you for considering my application. I look forward to the possibility of discussing how my experience and skills can benefit your team. Please feel free to contact me at [your phone number] or [your email address] to schedule an interview.

Sincerely,

[Your Name]