

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

[Recipient Name]
[Recipient Title/Position]
[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 a proven track record of efficiently managing office operations, providing exceptional administrative support, and ensuring excellent communication within dynamic team environments, I am confident in my ability to contribute effectively to your organization.

In my previous role at [Previous Company], I supported multiple departments by coordinating schedules, managing correspondence, and organizing meetings and events. My attention to detail, proficiency in Microsoft Office Suite, and strong organizational skills have enabled me to complete complex tasks under tight deadlines while maintaining a high standard of quality. I am adept at handling confidential information, prioritizing workloads, and anticipating the administrative needs of my team.

I am particularly drawn to [Company Name] due to [something specific about the company that appeals to you, such as its values, culture, or mission]. I am excited about the opportunity to use my skills and dedication to support your team and contribute positively to your daily operations.

Enclosed is my resume for your review. I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your organization. Thank you for considering my application. I look forward to the possibility of contributing to your team and am available at your convenience for an interview.

Sincerely,
[Your Name]