

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 Administrative Position at Kaiser, as advertised on [where you found the job posting]. With [X years] of experience in administrative roles and a proven track record of [specific skill or achievement], I am excited about the opportunity to contribute to your team.

In my previous position at [Your Previous Company], I successfully [describe a relevant duty or accomplishment], which resulted in [quantifiable outcome if applicable]. I possess strong organizational skills and am adept at managing multiple priorities while maintaining a professional demeanor.

I am particularly drawn to this role at Kaiser because [mention something specific about the company or its goals that resonates with you]. I am eager to bring my expertise in [specific skills or tools relevant to the job] to support your team and enhance operational efficiency.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of Kaiser. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]