

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Administrative Assistant position at [Company's Name] as advertised on [where you found the job listing]. With [number] years of experience in administrative roles and a proven track record of providing exceptional support to executives and teams, I am confident in my ability to contribute effectively to your organization.

In my previous position at [Previous Company Name], I successfully managed a wide range of administrative tasks, including [mention specific tasks, e.g., scheduling meetings, managing correspondence, and organizing files]. My ability to prioritize and handle multiple tasks simultaneously has enabled me to maintain consistent productivity in fast-paced environments.

I am proficient in various software applications such as [list relevant software, e.g., Microsoft Office Suite, Google Workspace, etc.], and I possess strong organizational and communication skills. My attention to detail ensures that all tasks are completed accurately and efficiently, helping to streamline operations within the team.

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or team that interests you]. I am excited about the opportunity to bring my expertise in administration to help facilitate smooth operations and contribute to the success of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your organization. Please find my resume attached for your review.

Sincerely,  
[Your Name]