

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient'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 my strong organizational skills and experience in office administration, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully managed a variety of administrative tasks including calendar management, correspondence, and data entry. My attention to detail and ability to prioritize tasks allowed me to support my team efficiently while maintaining a positive work environment.

I am particularly drawn to this opportunity at [Company's Name] because of [specific reason related to the company or role]. I am eager to bring my skills in [specific skills related to the job] to enhance your operations and support your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I hope to schedule a time to speak with you soon.

Sincerely,
[Your Name]