

[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 [Job Title] position listed at [Where You Found the Job Posting]. With a strong background in administrative support and proven organizational skills, I believe I can contribute effectively to your team at [Company's Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience enhanced my ability to [skill or quality related to the job description], and I am eager to bring this expertise to [Company's Name].

I am proficient in [relevant software or tools] and possess excellent communication and multitasking abilities. I am confident that my attention to detail and commitment to excellence make me a strong fit for this position.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]