

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

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With [number] years of experience in administrative roles and a strong skill set in [related skills], I am confident in my ability to contribute to your team effectively.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility], which resulted in [positive outcome]. My expertise in [specific skills/tools] further complements my ability to manage tasks efficiently and support team objectives.

I am particularly drawn to this position at [Company's Name] because [specific reason related to the company/role]. I look forward to the opportunity to bring my background in administration to your organization.

Thank you for considering my application. I hope to discuss my qualifications further during an interview.

Sincerely,
[Your Name]