

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 my background in administration and a proven track record of effective office management, I am confident in my ability to contribute to your team and support your organizational goals.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility], which resulted in [describe the positive outcome]. My skills in [mention relevant skills:

organization, communication, software proficiency] have enabled me to [describe how your skills have positively impacted your workplace].

I am particularly drawn to this position at [Company's Name] because [reason you are interested in the company/role]. I admire [mention something notable about the company], and I am eager to bring my background in administration to support [specific goals or projects relevant to the company].

I look forward to the opportunity to discuss how my experience and skills can be beneficial to your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]