

[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 Office Administrator position at [Company's Name] as advertised [where you found the job listing]. With my strong organizational skills and experience in office management, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. My demonstrated ability to [mention another relevant skill or experience] has equipped me with the skills necessary for this position.

I am particularly attracted to this role at [Company's Name] because [mention why you are interested in this specific company or position]. I believe that my proactive approach and attention to detail would be a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]