

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

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

Dear [Recipient's Name],

I am writing to apply for the Administrative Assistant position at [Company's Name], as advertised on [where you found the job listing]. With [number] years of experience in administrative roles, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I was responsible for [specific duties]. My strong organizational skills and attention to detail have enabled me to manage multiple tasks efficiently and meet deadlines consistently. I am particularly impressed with [Company's Name]'s commitment to [specific value or mission], and I am eager to support your team in achieving its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Sincerely,
[Your Name]