
Administrative Assistant Cover Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Today's 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 Name] that was advertised on [Job Board/Company Website]. As a dedicated professional with over five years of experience in administrative roles, I am confident that I would be a valuable asset to your team.

In my previous role at [Previous Company Name], I was responsible for a wide range of administrative tasks, including managing calendars, coordinating meetings, and handling correspondences. I am proficient in MS Office Suite, and my strong organizational skills and attention to detail enable me to manage multiple tasks simultaneously.

I am excited about the opportunity to contribute to [Company Name]. I believe that my skills, experience, and dedication to excellent work make me an ideal candidate for this position. I look forward to the opportunity to further discuss my qualifications.

Thank you for considering my application.

Sincerely,

[Your Name]