
Administrative Assistant Cover Letter for Career Change Example

[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's Name], as advertised on [Job Board/Company Website]. Although I am seeking a career change, my diverse skill set and experience make me a strong candidate for this position.

My professional background, while diverse, has always centered around administrative tasks and project coordination. I have developed excellent organizational skills, an eye for detail, and a knack for handling multiple tasks simultaneously, which I believe are crucial qualities for an Administrative Assistant.

As I embark on this career transition, I am enthusiastic about applying my skills in a new setting and confident that I can bring a fresh perspective to your team.

Thank you for considering my application. I am excited about the possibility of bringing my unique experience and strong administrative skills to your company.

Sincerely,

[Your Name]