

---

# Administrative Assistant Cover Letter

[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'm writing to express my interest in the Administrative Assistant position advertised on [Job Board/Company Website]. With over five years of experience in administrative roles, I have developed a broad skill set that I believe aligns well with the requirements of your team at [Company Name].

In my current role at [Current Employer], I have been praised for my efficiency, attention to detail, and proactive approach to problem-solving. I have a strong track record of managing complex schedules, coordinating events, and operating office software, which I understand are key aspects of the role at [Company Name].

I am excited about the prospect of bringing my unique skill set and positive attitude to your dynamic team at [Company Name]. I'm confident that I can contribute to the smooth running of your office operations and support your team in achieving its objectives.

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

Sincerely,

[Your Name]