
Career Change Cover Letter for Administrative Assistant

I am eager to apply for the Administrative Assistant position at [Company Name]. Despite having spent most of my career in [Current Industry], I have always admired the organizational skills and multitasking abilities that Administrative Assistants exhibit.

In my current role as [Your Current Job Title], I have [describe an achievement or responsibility that demonstrates organizational skills or multitasking]. I am confident that these skills, along with my ability to work in a fast-paced environment, make me a strong candidate for this role.

I am thrilled about the opportunity to bring my unique skills to [Company Name] and support the team in any way I can.

Thank you for considering my application.

Sincerely,
[Your Name]