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# Entry-Level Administrative Assistant Cover Letter 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 excited to apply for the entry-level Administrative Assistant position at [Company Name] as posted on [Job Board/Company Website]. As a recent graduate with a [Degree] from [University Name], I am eager to bring my dedication, positivity, and eagerness to learn to a dynamic team like yours.

During my time in university, I developed strong administrative skills through both coursework and practical experience. I handled a range of responsibilities, such as planning meetings, managing databases, and coordinating projects. I also mastered a range of software applications, including the entire MS Office Suite and Google Workspace.

Furthermore, I possess exceptional organizational skills, a high degree of attention to detail, and the ability to manage multiple tasks simultaneously. These skills, combined with my can-do attitude, make me a strong candidate for this position.

I am eager to leverage my capabilities in a practical setting and look forward to the possibility of contributing to [Company Name]. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and background might fit in with your current team's needs.

Sincerely,  
[Your Name]