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# Entry-Level Administrative Assistant 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 Name] as advertised on [Job Board/Company Website]. As a recent graduate with a degree in Business Administration and an internship experience at [Previous Company Name], I am eager to apply my knowledge and grow my skills in a practical setting.

During my internship, I was responsible for managing schedules, handling correspondences, and maintaining databases. This experience, combined with my strong organizational skills, attention to detail, and ability to work in a team, makes me a strong candidate for this position.

I am excited about the opportunity to contribute to your team and am eager to bring my strong work ethic, ability to learn quickly, and commitment to excellence to your company. Thank you for considering my application.

Sincerely,

[Your Name]