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# Experienced 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 excited to apply for the Administrative Assistant position at [Company Name] that was advertised on [Job Board/Company Website]. With my five years of experience in office management, top-notch administrative skills, and a proactive attitude, I believe I can contribute significantly to your team.

In my previous role at [Previous Company Name], I managed all administrative duties, such as managing calendars, organizing office files, and responding to phone and email inquiries. My ability to handle multiple tasks simultaneously and my dedication to meeting tight deadlines enabled me to excel in a fast-paced professional environment.

I am confident that my proven record of excellent work, combined with my communication and organizational skills, will make me a valuable addition to your team. I look forward to discussing how my background and skills would benefit your organization.

Sincerely,

[Your Name]