
General 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 writing to apply for the General Administrative Assistant position at [Company's Name] as advertised on [Job Board/Company Website]. I have an extensive background in administrative tasks, including scheduling meetings, managing databases, and providing customer service.

In my previous role at [Previous Company Name], I provided high-quality administrative support to a team of professionals, ensuring that the office operations ran smoothly. My ability to multitask, prioritize, and manage time efficiently would make me a strong asset to your team.

I look forward to potentially working at [Company's Name] and contributing to its efficiency and organization. Thank you for considering my application.

Sincerely,

[Your Name]