
Sample 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 Administrative Assistant position at [Company's Name] as advertised on [Job Board/Company Website]. With my background in office management and my superior skills in administration, I am confident I can make a significant contribution to your team.

In my current position at [Previous Company Name], I have gained experience in research, writing reports, designing high impact PowerPoint presentations, administering grants, and much more. I am confident in my ability to perform the role and bring a strong organizational and administrative skill set that I have developed over the course of my career.

I am eager to contribute my enthusiasm and up-to-date skills to the [Company's Name] team. I would welcome the opportunity for a personal interview to discuss this further.

Thank you for considering my application.

Sincerely,

[Your Name]