[Today’s Date]

[Your full name]

[Your phone number]

[Your email]

[Your address, city, state, postcode]

[Your LinkedIn]

[Hiring Manager’s Name]

[Company Address, City, State]

[Phone number]

[Email address]

Dear [Hiring Manager],

**RE: <insert role title> position**

I was delighted to read about the Administrative Assistant job opening at XXX [company name]. With several years of experience in a variety of administrative fields, mainly XXX and XXX, I believe I am the perfect fit for this role.

As noted on my resume, my competencies and capabilities are firmly in line with the requirements stated in your job description demonstrating strong communication skills, customer service and excel knowledge. For instance, while working/studying at XXX, I gained a deep understanding of all job duties for an administrative assistant to perform them as efficiently and as diligently as possible.

Furthermore, I have been trained in XXX and XXX to deliver within high-pressure deadlines consistently. This includes researching, writing reports, designing high impactful PowerPoint presentations, and more. In all the previous positions and work experiences that I have done, I have always strived to improve my skillset. I have approached them for career advancement and discovery and aim to bring the same vision to your workplace.

Thank you for your time and consideration. I am eagerly looking forward to hearing back from you at your earliest convenience. I welcome the opportunity to meet and discuss your needs with me in detail. Please feel free to contact me via phone or email.

Yours Sincerely,

[Your name]