

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Administrative position at [Company's Name] as advertised on [where you found the job posting]. I graduated from [Your University] with a degree in [Your Degree] and am eager to begin my career in an administrative capacity.

During my studies, I developed strong organizational and communication skills through various projects and internships, most notably [mention any relevant experience or internship]. I am proficient in Microsoft Office Suite and have a keen eye for detail, which I believe are crucial for this role.

I am particularly drawn to this position at [Company's Name] because of [mention something specific about the company or its mission]. I am excited about the opportunity to contribute to your team and support the daily operations that drive success.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and enthusiasm can be a valuable asset to your organization. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule an interview.

Sincerely,

[Your Name]