

# Application for Administrative Assistant Position

Your Name  
Your Address  
City, State, Zip Code  
Your Email  
Your Phone Number  
Date

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the entry-level Administrative Assistant position at [Company Name] as advertised on [where you found the job listing]. With a strong organizational skill set and a commitment to supporting team members, I believe I would be a valuable addition to your team.

I recently graduated from [Your University/College] with a degree in [Your Degree]. During my studies, I gained experience in managing schedules, coordinating events, and using various office software, which has equipped me with the essential skills for an administrative role.

I am particularly drawn to this position at [Company Name] because of [specific reason related to the company or its mission]. I am eager to apply my skills in a fast-paced environment and contribute positively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
Your Name