

# Cover Letter

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Administrative role at [Company Name] as advertised. With my strong organizational skills and proficiency in both English and [Another Language], I believe I would be an excellent fit for your team.

Estoy escribiendo para expresar mi interes en el puesto de Administrador en [Nombre de la Empresa], segun lo anunciado. Con mis solidas habilidades organizativas y dominio tanto del ingles como de [Otro Idioma], creo que seria una excelente adiccion a su equipo.

In my previous role at [Previous Company Name], I was responsible for managing schedules, maintaining records, and ensuring smooth daily operations. I have experience in collaborating with diverse teams and handling multiple tasks efficiently.

En mi puesto anterior en [Nombre de la Empresa Anterior], fui responsable de gestionar horarios, mantener registros y asegurar operaciones diarias sin problemas. Tengo experiencia en colaborar con equipos diversos y manejar multiples tareas de manera eficiente.

I am excited about the opportunity to contribute to [Company Name] and am confident in my ability to support your administrative needs effectively. Thank you for considering my application. I look forward to the possibility of discussing my candidacy in further detail.

Estoy emocionado por la oportunidad de contribuir a [Nombre de la Empresa] y confio en mi capacidad para apoyar sus necesidades administrativas de manera efectiva. Gracias por considerar mi candidatura. Espero con interes la posibilidad de discutir mi candidatura en mas detalle.

Sincerely,  
[Your Name]