

Unsolicited Job Application for Administrative Assistant

[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 potential Administrative Assistant positions within [Company Name]. With my extensive administrative experience and strong organizational skills, I believe I can contribute effectively to your team.

During my previous role at [Previous Company Name], I successfully handled a range of administrative tasks including scheduling appointments, managing correspondence, and organizing files. I pride myself on my ability to prioritize tasks and maintain a high level of accuracy and attention to detail.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its mission]. I am eager to bring my expertise in office management and customer service to help streamline processes and support your team's goals.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my skills and experiences align with the needs of your organization. Thank you for considering my application.

Sincerely,

[Your Name]