

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's Name],

I am writing to express my interest in the Administrative Assistant position at [Company Name], as advertised on [where you found the job listing]. With a strong background in office administration and a keen attention to detail, I am confident in my ability to contribute to your team and support your organizational goals.

I am particularly impressed by [specific company initiative or value], and I believe my proactive approach to problem-solving would align well with your team's goals. I am eager to bring my skills in Microsoft Office and [any relevant software] to [Company Name].

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for more details. I hope to speak with you soon.

Sincerely,  
Your Name