

# Application for Personal Assistant Position

**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 Personal Assistant position listed on [where you found the job posting]. With my strong organizational skills and ability to multitask, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully managed schedules, coordinated meetings, and handled various administrative tasks. My attention to detail and ability to anticipate needs have allowed me to create efficient processes that benefit my employer and team.

I am particularly drawn to this position at [Company Name] because of [specific reason related to the company or role]. I am excited about the opportunity to provide exceptional support to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experience match the needs of your team.

Sincerely,  
[Your Name]