

Cover Letter for Personal 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's Name],

I am writing to express my interest in the Personal Assistant position listed on [where you found the job posting]. With my proven experience in administrative support and my ability to maintain organization and efficiency, I am confident in my ability to contribute effectively to [Company Name].

In my previous role at [Your Previous Company], I successfully managed multiple calendars, scheduled appointments, and handled correspondence for the executive team. My strong communication skills and attention to detail ensured that tasks were completed promptly and with high quality. I am adept in using various office software, which allows me to streamline operations and improve productivity.

I am particularly impressed by [something specific about the company or team you are applying to], and I believe my proactive approach and positive attitude align well with [Company Name]'s values. I am excited about the opportunity to support your team and contribute to your goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences match the needs of your team. Please feel free to contact me at your earliest convenience.

Sincerely,
[Your Name]