

# Job Inquiry for Personal Assistant Position

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential openings for a Personal Assistant position at [Company Name]. With a background in administrative support and a proven ability to manage multiple tasks efficiently, I believe I would be a valuable asset to your team.

Throughout my career, I have developed strong organizational and communication skills, which have allowed me to effectively support executives and streamline daily operations. I am particularly impressed with [something specific about the company or its values] and would love the opportunity to contribute to your team's success.

Attached is my resume for your consideration. I am looking forward to the possibility of discussing how I can assist [Company Name] in achieving its goals.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]