# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Recipient Name]:

Subject: Application for Administrative Position at [Company’s Name]

I am writing to express my genuine interest in the administrative position at [Company’s Name] as advertised [where you found the job posting]. With a strong foundation in various administrative realms, including [mention specific experiences/skills, such as office management, data entry, customer service, etc.], I am excited about the opportunity to contribute to your team and enhance the operational efficiency and success of [Company’s Name].

In my previous role at [Your Last Company’s Name], I was responsible for [mention any significant job responsibilities, projects, or achievements, e.g., managing daily office operations, improving customer satisfaction by 30%, or any other relevant details]. This experience has honed my skills in [mention relevant skills, e.g., problem-solving, multitasking, organizational skills, etc.], ensuring that I am well-prepared to meet the challenges of this role and make a meaningful contribution to your team.

What excites me about the opportunity at [Company’s Name] is [mention any specific details about the company, team, project, or role that attracted you to this job posting]. I am particularly drawn to [mention any relevant tools, approaches, or values of the company or team], and I am eager to bring my background in [mention relevant experience or skills] to this role, fostering a culture of [mention values or outcomes, e.g., excellence, innovation, collaboration, etc.].

Enclosed is my resume that further outlines my qualifications. I am looking forward to the opportunity of discussing my application with you further. I am available for an interview at your earliest convenience and can be reached at [your phone number] or via email at [your email address].

Thank you very much for considering my application. I am looking forward to the opportunity to further discuss how I can contribute to the exceptional team at [Company’s Name].

Warm regards,

[Your Name]