**COVER LETTER FOR A JOB**

Name

Address

Date

Dear Hiring Manager,

I am writing to express my interest in the opening for an administrative assistant at name of company.

I am drawn to this opportunity for several reasons. First, I have a proven track record of success in administrative roles, most recently in my current job as an administrative coordinator. A highlight from my time here was when I proactively stepped in to coordinate a summit for our senior leaders last year.

I arranged travel and accommodation for a group of 15 executives from across the company, organized meals and activities, collaborated with our internal events team, and ensured that everything ran according to schedule over the two-day summit. Due to the positive feedback, I received afterward, I have been given the responsibility of doubling the number of attendees for the event this year and leading an internal team to get the job done.

I am also attracted to this role because of the growth opportunities that name of companyprovides. The research that I’ve done on your company culture has shown me that there are ample opportunities for self-motivated individuals like me. A high level of organization and attention to detail are second nature to me, and I’m eager to apply these skills in new and challenging environments.

I look forward to sharing more details of my experience and motivations with you. Thank you for your consideration.

Sincerely,

Your Name