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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Date]

Dear Hiring Manager,

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

I'm 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, I'm now tasked with doubling attendance for the event this year and leading an internal team to get the job done.

I am attracted to this role because of the growth opportunities that [Name of company] provides. 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 is 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,

[Signature]  
[Your name]