**LETTER TEMPLATE  
ADMINISTRATIVE ASSISTANT COVER LETTER**

**[Date]**

**[Full Name]**

**[Physical Address]**

**[Telephone Number]**

**[Email Address]**

Subject: Application for the position of admin assistant.

Dear **[Recipient’s title and last name]**,

I am writing to apply for the position of admin assistant as advertised in **[where you saw the advertisement]**. My **[two relevant attributes]**, and extensive experience make me a perfect fit for the position. I am eager to become a valued member of **[company]**. I have worked as an admin assistant for **[number of years]**, and during that time I have been tasked with **[mention some of your responsibilities from current and previous positions]**.

As per the requirements for the position at **[company]**, you will notice in my resume that I **[mention skills, competencies, or experiences that answer directly to the requirements listed in the job posting]**. In my **[current/previous]** role as an admin assistant at **[company]**, I **[talk about a few significant accomplishments and any contributions you made that had a positive impact]**. Experience has taught me to **[what have you learned]**.

I am thrilled to be applying to **[company]** because I admire your **[name two or three things you know about the company in general that you like]**. As the admin assistant, I will **[how will you add value to the business]**. In this way, I am certain I will be of the greatest benefit to **[company]**.

Please find my resume attached. Feel free to contact me via email or phone call if I can be of any further service. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

**[Your Name]**