**Your Name  
ABC Company  
8 Industry Place  
New York, NY 54899**

**Dear Ms. Johnson,**  
  
When I came across your posting for an administrative assistant, I immediately knew that I would be a good match. My education and experience combine to give me the right combination of skills to be a valuable member of your clerical team.   
  
One of the most important skills an administrative assistant can have is the ability to multi-task. In your job posting, you mentioned the need to be able to keep many balls in the air at once. I have spent the last three years working for a busy boutique marketing firm, responsible for answering calls and emails, scheduling meetings, planning conferences, providing research assistance and processing incoming invoices. All this was done simultaneously while leaving myself free for any last minute tasks needed to ensure the smooth running of the business.   
  
Additionally, in this position I was part of a larger marketing team, kind of like the grease that keeps the wheel turning. That is why I was especially interested in working in a team environment again and jumped at the chance to join Magic Star. I thrive in an atmosphere where all members are working to achieve a common goal.   
  
I am available to begin immediately, and I welcome the chance to discuss this position further with you. I invite you to find out more about me and what I can offer in my attached resume, and thank you for your time and consideration.

**Sincerely,**

**Yours**