**Subject: Administrative Assistant/Receptionist Job**

**Dear Ms. Cole,**

I was excited to see your listing for the position of administrative assistant/receptionist at ABC Market Corp. I believe that my five years of experience in office administration and my passion for your products make me an ideal candidate for this role.

You specify that you’re looking for an administrative assistant with experience scheduling appointments, maintaining records, ordering supplies, and greeting customers. I’m currently employed as an administrative assistant at XYZ company, where I have spent the past five years honing these skills.

I’m adept at using all the usual administrative and collaboration software packages, from Microsoft Office and SharePoint to Google Docs and Drive. I’m a fast learner, and flexible, while always maintaining the good cheer that you’d want from the first person visitors see when they interact with the company.

I have attached my resume and will call within the next week to see if we might arrange a time to speak.

**Thank you so much for your time and consideration.**

**Best,**

**Roger Smith  
Your Address  
City, State Zip  
Phone  
Email  
LinkedIn Profile URL (optional)**