

Entry Level Administrative Assistant Cover Letter

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email]

[Your Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Employer's Name],

I am excited to apply for the Entry Level Administrative Assistant position at [Company Name], as posted on [where you found the job posting]. With a recent degree in [Your Degree] and a passion for efficient office administration, I am eager to bring my abilities to your esteemed team.

Throughout my academic career, I have been praised for my attention to detail, organizational skills, and ability to work under pressure. I have a proven track record of completing projects and assignments efficiently, a skill I am ready to translate into success in the administrative realm.

I am particularly attracted to this role at [Company Name] because of the company's commitment to [mention something about the company's values, mission, or projects]. I



am enthusiastic about the opportunity to contribute to [a specific goal or project of the company] and support the team's efforts.

I am keen to learn more about the administrative assistant role and to share how I can contribute to the team at [Company Name]. Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you.

Yours sincerely,

[Your Name]