

Cover Letter For Administrative Assistant Fresh Graduate

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As a recent graduate of [Your University/College] with a degree in [Your Degree], I am eager to launch my career in administration. I am particularly interested in the Administrative Assistant position at [Company Name], as it aligns with my academic background and my career aspirations.

Throughout my academic career, I have been commended for my ability to manage multiple projects simultaneously and my commitment to excellence. My internship experiences at [Internship Company/ies] have provided me with practical skills in office management, scheduling, and effective communication with clients and team members.

I am drawn to [Company Name] because of its reputation for [Something You Admire About the Company]. I am confident that my proactive approach and my eagerness to contribute to and learn from your team make me a strong candidate for this position.

I am looking forward to the opportunity to discuss in detail how I can contribute to the continued success of [Company Name]. Enclosed is my resume, which provides more information on my background and qualifications.

Thank you for considering my application. I am excited about the opportunity to join your team and make a positive impact.

Sincerely,

[Your Name]

[Your Contact Information]