### **Short Cover Letter for Administrative Assistant**

**[Date]**

**[Recipient’s Name]  
[Recipient's Address]  
[City, State, Zip Code]**

**Dear [Recipient’s Name],**

I am writing to express my interest in the Administrative Assistant position at [Company Name], as recently advertised. My background in [Your Field/Previous Job Role] has equipped me with a broad skill set that I believe will serve the dynamic needs of your team.

In my previous roles, I have demonstrated exceptional organizational skills, proficiency in MS Office, and a keen attention to detail. My ability to manage multiple tasks efficiently, coupled with my strong communication and problem-solving skills, makes me a perfect fit for this position.

I am particularly attracted to this opportunity at [Company Name] because of your commitment to [Something You Admire About the Company or Its Culture]. I am eager to contribute my skills and grow professionally within your esteemed company.

Thank you for considering my application. I look forward to the opportunity to discuss my application further and am available at your convenience for an interview.

**Sincerely,**

**[Your Name]  
[Your Contact Information]**