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## Short Cover Letter for Administrative Assistant

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[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]**