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**Simple Cover Letter For Administrative Assistant**

## 

**[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Your Email]  
[Your Phone Number]  
[Date]**

**To Whom It May Concern,**

I am applying for the Administrative Assistant position at [Company Name]. With a solid background in basic administrative tasks and a keen eye for detail, I am confident in my ability to support your team effectively.

Though my resume outlines my background, I wish to highlight my commitment to efficiently managing office duties, including scheduling, correspondence, and document management. My ability to learn quickly and take on challenges will make me a valuable asset to your team.

I am eager to contribute to [Company Name] and look forward to the opportunity to discuss how my skills and abilities align with your needs. Thank you for your time and consideration.

**Best,**

**[Your Name]**