

## Office Assistant Cover Letter Template Sample

\_\_\_\_\_(your name)  
\_\_\_\_\_(your address)  
\_\_\_\_\_(your city, state, zip code)  
\_\_\_\_\_(your phone number)  
\_\_\_\_\_(your email id)

\_\_\_\_\_(date)

\_\_\_\_\_(employer name)  
\_\_\_\_\_(employer title)  
\_\_\_\_\_(employer company)  
\_\_\_\_\_(company address)  
\_\_\_\_\_(company city, state, zip code)

Dear \_\_\_\_\_,

Having seen advertisement published in \_\_\_\_\_, I would like to apply as Office Assistant in your company. I want to expand my skills and experience. I am interested working in administrative field.

I graduated Bachelor Degree in \_\_\_\_\_, \_\_\_\_\_ University. I would like to have career for improving my experience. *I have worked as administrative assistant in St. Mary's School. I managed student's data in a school. I have experienced in managing data and maintaining mailing list. I assisted the director to manage activities and schedules in the school.*

I am sure that I am an ideal candidate for your company. I have good communication skills both oral and written. I am capable for working effectively and efficiently. I am able to work in a team. Self discipline and high motivation is my basic principal.

I have enclosed my resume for your review and consideration. You can contact me at \_\_\_\_\_ . Thank you for your attention.

Sincerely,

\_\_\_\_\_(signature)  
\_\_\_\_\_(your complete name)