

Administrative Assistant Cover Letter Template Example

_____(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 known the advertisement given in _____ by your company, I would like to apply as Administrative Assistant position.

I am _____, _____ years old, graduated from _____ from _____ on _____. I would like to have career to improve my skills and to expand my experience. *I have ever worked on St. Mary Hospital as an administrative for three years. I have an experience to managed the data of patients in that hospital.* I am certain that my knowledge, experience and ability will give a profit to your company.

Enclosed I attached my resume that can describe details of my qualifications. I hope my skill and ability can be one of your company's profit. I am waiting for hearing a good news from you. You can contact me at _____, or sent me an email on my email id. Thank you for your attention.

Sincerely yours,

_____(signature)
_____(your complete name)