**[Full Name]**

**[Physical Address]**

**[Telephone Number]**

**[Email Address]**

**[Date]**

Application for the position of personal assistant.

Dear **[Recipient’s title and last name]**,

I am writing to apply for the position of **personal assistant as advertised in/on [where you saw the advertisement]**. My background in **[the relevant field]** and ability to **[#1 skill]** and **[#2 skill]** perfectly fit the advertised position's requirements. I would appreciate it if you would give serious consideration to my application for the position of personal assistant at **[company's name]**.

I have a **[qualification]** from **[institution]**, **[location of institution]**, and **[number]** years’ experience as a personal assistant. As per the requirements for the position at **[company]**, you will notice in my resume that I **[mention skills, competencies, or experiences that answer directly to the requirements listed in the job posting]**.

In my previous role as a personal assistant at **[company]**, I **[discuss your core responsibilities]**. In **[year]**, I **[talk about a major accomplishment]**. Experience has taught me to **[what have you learned]**.

I am thrilled to be applying to **[company]** because I admire your **[name two or three things you know about the company in general that you like]**. I believe that my commitment to the highest standards in office administration and accountability as a personal assistant will be of the greatest benefit to **[company]**.

Please find my resume attached. Feel free to contact me via email or phone call if I can be of any further service.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

**[Your Name]**