**[Full Name]**

**[Physical Address]**

**[Telephone Number]**

**[Email Address]**

**[Date]**

Application for the position of Admin Assistant.

Dear **[Recipient’s Name]**,

I am writing to apply for the position of Admin Assistant as advertised in **[where you saw the advertisement]**. My **[two relevant attributes]**, and extensive experience make me a perfect fit for the position. I am eager to become a valued member of **[company]**.

I have worked as an admin assistant for **[number of years]**, and during that time I have been tasked with **[mention some of your responsibilities from current and previous positions]**. 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 **[current/previous]** role as admin assistant at **[company]**, I **[talk about a few significant accomplishments, and any contributions you made that had a positive impact]**. 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]**.As the admin assistant, I will **[how will you add value to the business]**. In this way I am certain I 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]**