

Your Name
Your Phone Number
Your Email Address

Dear (**Hiring Leader's Name, if you don't have it just put "Hiring Team"**),

First, talking about the position you are applying to and why you're qualified. As you will write cover letters for each job you apply to, make sure you've updated the name of the company and position **per cover letter**.

I'm writing to express my strong interest in the **Administrative Assistant** position at **Kite Co.** posted on your website. As a recent graduate with a BA in Professional Administration, I'm excited about the opportunity to contribute my skills, knowledge, and enthusiasm to support your company's growth.

Next, what makes you the best candidate for the role? We will see your resume, let's include skills here that aren't already displayed. Maybe add some skills you have that are also on the job posting as a cross reference.

What truly sets me apart as a candidate for this position is my dedication to excellence in every task I undertake. I'm highly organized, meticulous, and possess exceptional time management skills. Additionally, my proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint, allows me to handle various administrative tasks efficiently. I'm confident in my ability to assist your team in maintaining a streamlined and efficient office.

Last, touch on a **brief** example as to how you gained your skill set. Don't forget to show you did your research on the position, and company!

I'm also a proactive problem solver with a strong commitment to providing exceptional customer service. My experience working part time as a receptionist during my studies allowed me to hone my interpersonal skills and interact with a diverse range of individuals effectively. I'm confident in my ability to represent **Kite Co.** with professionalism and courtesy in all interactions, both internal and external, with respect to the organization's mission and vision statement.

Close with a thank you, reiterate your contact information, and add in your availability for a potential interview.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and explore how I can contribute to **Kite Co.** You can reach me at **123-456-7890** or at **email address**. I'm most available during the week after 9am, and flexible on the weekends, but can be reached anytime.

Yours sincerely,
Signature (can be digital)
Full Name