**Sample Basic Cover Letter**

Your Name  
Your Address  
Your Contact details (phone and email)

Date

Contact Name  
Contact Job Title  
Company Name  
Company Address

Dear Mr/Mrs/Ms Last Name

I was excited to see your opening for an Administrative Assistant on the XYZ job website. I am confident that my background and abilities are an excellent match for the job. Please allow me to highlight my skills and competencies as they relate to your job requirements.

* X years wide-ranging experience as an administrative assistant in a fast-paced work environment
* proven computer skills with an in-depth knowledge of MS Word, Excel and PowerPoint
* excellent verbal and written communication skills used to successfully develop presentations, write reports and draft correspondence
* recognized as a resourceful problem-solver who is able to efficiently collect and analyze information to find workable solutions
* strong organizational and planning skills ensure that I am able to accurately and consistently meet multiple project deadlines
* a hard worker who has built confidence and trust at all levels
* a committed team member who is known to go the extra mile

I firmly believe that I can make a positive contribution to your company and I have enclosed my resume to provide more information on my skills and experience. I would welcome the opportunity to meet with you for an in-depth discussion and I will make myself available at your first convenience.

Thank you for you review and consideration. I look forward to hearing from you soon.

Sincerely

Joan Jobseeker  
Enclosure