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[Job Searching](#)

Sample Cover Letter Administration / Business

From [Alison Doyle](#).

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General / Administrative / Business Cover Letter

Sample Cover Letter - General / Administrative

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Cell Phone Number

Your Email

Date

Dear Hiring Manager,

I was excited to read about the Administrative Assistant job opening at XYZ company. I have several years of experience in a variety of fields including insurance and finance.

In addition to my extensive office experience, I have strong communication, customer service, and administrative skills. My broad background makes me an excellent candidate for this position.

Thank you for your consideration. I look forward to hearing from you to arrange an interview.

Sincerely,

Your Signature

Your Typed Name

=====

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