（採用担当者の名前）

（応募先の会社名）

（応募先の会社の住所）

（日付）

Dear Mr/Mrs/Ms. （採用担当者の名前）

I am contacting you to communicate my interest in the Administrative Assistant role being advertised by [求人を掲載した企業名]. This role really caught my attention as I have a strong educational background and extensive experience in the office administration of medium-sized businesses. I think this knowledge and expertise could be highly valuable to [応募先の会社名].

During my 6 year career, I have assisted with a wide range of office administrative tasks using Microsoft Office and LibreOffice software. I have been responsible for maintaining and managing sensitive data at each and every step of the meeting organization from planning to the recording of minutes, as well as drafting critical communications.

In my current position, I was also tasked with optimizing the efficiency of our office supply buying, the results of which saved the company over $1,800 per quarter. I also enhanced my written skills greatly by assisting with the drafting and proofing of important executive correspondences.

I have enclosed my resume with this letter to provide further information about my career history so far. I hope that my credentials represent a good match for this role.

I’m very keen to learn more about the position and would be eager to organize a meeting to discuss it in more detail. In the meantime, I’d like to thank you for your consideration and to invite you to contact me at any time regarding the opportunity.

I can be reached every evening from 4 pm-8.30 pm via home phone or at any time with my email address listed below.

Sincerely,  
（自分の氏名）

（自分の住所）  
（自分の電話番号）  
（自分のメールアドレス）