Justin Applicant  
123 Main Street  
Anytown, CA 12345  
555-555-1234  
justin.applicant@email.com

June 21, 2021

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,

Signature (hard copy letter)

Justin Applican