

[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State ZIP Code]

Dear [Recipient Name/Title],

[Start your cover letter here. Replace this text with your introduction.]

In the next paragraphs, describe your experience, skills, and fit for the administrative role. Mention your relevant qualifications and why you are interested in this organization.

Conclude by thanking the reader for their time and consideration.]

Sincerely,

[Your Name]