

SOPHIA SINGH

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Dear Hiring Manager,

I am writing to express my interest in the Administrative Assistant position at Target Company. With a Bachelor of Science degree in Business Administration and seven years of experience as an Administrative Coordinator, I have developed a strong foundation in organizational and communication skills that aligns with your company's commitment to exceptional service delivery.

Throughout my career, I have honed my ability to manage multiple tasks efficiently while maintaining a keen attention to detail. My proactive approach allows me to adapt quickly to changing priorities, ensuring that office activities run smoothly and effectively support team objectives. I pride myself on being dependable and trustworthy, qualities that resonate with your organization's values of integrity and customer satisfaction.

My experience includes managing daily administrative tasks such as scheduling appointments, responding promptly to emails, and assisting in report preparation. These responsibilities have equipped me with the time management skills necessary for maintaining organized filing systems and coordinating office events seamlessly.

I thrive in collaborative environments where teamwork is essential for success. My strong multitasking abilities enable me to support colleagues across various departments while fostering positive relationships with clients. At Target Company, I am excited about the opportunity to contribute actively towards enhancing the shopping experience for customers through efficient operations.

Thank you for considering my application; I look forward to the possibility of discussing how I can be part of your dynamic team at Target Company.

Sincerely,
Sophia Singh