

EMMA NGUYEN

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DATE

Sep 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Office Assistant position at Target Company Name. With a Bachelor of Arts degree in Business Administration and over 11 years of experience as an Administrative Assistant, I have developed a strong foundation in office management and administrative support that I believe aligns well with your organization's commitment to excellence and customer satisfaction.

Throughout my career, I have honed my time management, organizational skills, and attention to detail while effectively managing various office operations. My proactive approach and strong interpersonal skills enable me to collaborate efficiently within team environments, ensuring smooth workflows that contribute to organizational success. I have managed filing systems, data entry tasks, and scheduling duties with precision while maintaining an inviting atmosphere for clients and visitors alike.

I am particularly drawn to Target Company Name because of its values of integrity, teamwork, and continuous improvement—principles that resonate deeply with me. In fast-paced settings where adaptability is crucial, I thrive under pressure while maintaining a focus on delivering high-quality results. As someone who is committed to fostering positive relationships both within the team and with clients, I am excited about the opportunity to contribute positively towards your mission.

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

Sincerely,
Emma Nguyen