

JOHN PATEL

LOS ANGELES, CA 90017
(555)555-5555 | JOHN.PATEL@MONSTER.COM

DATE

Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Secretary position at ABC Corp, as advertised. With a Bachelor of Arts degree in Business Administration and two years of experience as an Administrative Assistant, I am excited about the opportunity to contribute to your team.

I pride myself on being detail-oriented and organized, qualities that I believe align well with ABC Corp's values of innovation and integrity. My previous role allowed me to hone my communication skills while managing executive schedules, preparing correspondence, and maintaining filing systems. I understand the importance of professionalism and discretion in serving as a point of contact for both internal teams and external partners.

In addition to my organizational capabilities, I possess strong problem-solving skills that enable me to navigate challenges effectively. My proactive attitude has been instrumental in facilitating project coordination between departments, ensuring smooth operations within fast-paced environments.

Being proficient in Microsoft Office Suite further complements my skill set, allowing me to produce clear reports and presentations that support business objectives. I value collaboration and have developed strong interpersonal relationships throughout my career—qualities that are essential when working towards common goals.

I am eager for the chance to bring my adaptability and commitment to excellence at ABC Corp. Thank you for considering my application; I look forward to the opportunity for further discussion.

Sincerely,
John Patel