

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Administrative Assistant

Dear Hiring Manager,

I am excited to apply for the Entry Level Administrative Assistant position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in organizational skills and a keen attention to detail, I am eager to contribute to your team and support the efficient operation of your office.

During my time at XYZ University, I successfully managed various administrative tasks as a student assistant in the registrar's office. I streamlined the document filing system, reducing retrieval times by 30%, which significantly improved the workflow for the office staff. Additionally, I coordinated multiple events for student organizations, honing my ability to handle scheduling, budgeting, and communication with diverse groups. These experiences have equipped me with the skill set necessary for managing administrative functions effectively while maintaining a positive and professional demeanor.

I am particularly drawn to Acme Corporation because of your commitment to innovation and teamwork. I believe my proactive approach to problem-solving and strong interpersonal skills would be a great fit for your team. I am eager to bring my background in administrative support and my enthusiasm for continuous learning to Acme Corporation.

I would love the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Smith