

Your Full Name
City, State ZIP Code
(000) 123-4567
youremail@address.com

Month XX, 2025

Name of Hiring Manager
Title
Company
Street Address
City, State ZIP Code

Dear Mr. Ms (Name),

The reason I am writing to you is to express my interest in the position of an entry level office assistant at Huntington Park Institute of Applied Medicine. I came across your advertisement on Careerbuilder.com. I strongly believe that I would be a good candidate for this position. I believe that I am well qualified for this position because of my previous experience and my ability to efficiently carry out multiple tasks and am very organized.

As my resume shows, I have worked as a sales associate at [CVS Pharmacy and Carrusel Uniforms store]. At both jobs, I provided quick, friendly and favorable service to customers, which are important for an office assistant position. I am organized, determined, hardworking, and I can efficiently multitask. I believe that my strong organizational skills and my ability to focus while multitasking will make me a great fit at [Huntington Park Institute of Applied Medicine.]

I would really like to meet with you for an interview in order to provide you with any other information that you may need to make your decision. If you need any further information, please feel free to call me at your earliest convenience. I may be reached at the phone number provided so that we can discuss some possible times for an interview. Thank you for your time and consideration.

Sincerely,

Your Signature
Your Name Typed