

Dear Recruitment Team,

I am writing to express my interest in the Administrative Assistant position at Brightstone Technologies. As a newcomer to the sector, my background coordinating university events has given me exceptional scheduling, communication, and file management abilities.

I am eager to establish an administrative career and am enthusiastic to bring my energy, focus, and work ethic to the team at Brightstone.

Thank you for your time and consideration.

Sincerely,

Alex Nguyen