

Dear Hiring Manager,

I am thrilled to apply for the role of Administrative Assistant at Keystone Solutions. I have just gained a degree in Business Administration and am ready to begin my professional life in a setting where organization skills and communication are appreciated.

By working as an intern for BrightPath Corp, I sharpened my document handling, scheduling, and customer service skills. I am positive that my proactive nature and degree of attention to detail will enable me to effectively assist Keystone's energetic team.

Thank you for your time in reviewing my application.

Sincerely,

Emily Riverah