Date

Name

Address

Dear Ms. Emily,

I am writing this letter in reference to the position ‘Administrative Assistant’ posted on your company website on 8th February 20XX.

I have worked as an administrative assistant at ABC and XYZ Limited. My experience of five years in these two companies has polished my administrative skills to a great extent. I attended various training and was able to do a short course in 2019 on administrative and organizational skills as well. I have learned many tactics to manage and deal with administrative tasks and processes. My communication skills and friendly personality makes it easy for me to take the whole team along, which in turn results in effective and efficient administration.

I believe I will be a positive addition to your company’s administration, and I can bring along my experience and skills. In addition, I can provide training sessions for your employees and share with them the tactics and strategies that I have learned in my training.

I am attaching my resume and other required documents with this cover letter. Kindly, let me know if any other information is needed at [X].

Looking forward to hearing from you soon.

Regards,

Sarah Johnson.