Date  
  
[Complete name of Recipient]  
[Designation]  
[Organization]  
[Address]

Dear Mr./Ms. [X]

I am writing in reference to the position of Administrative Assistant, advertised on XYZ Company’s website. Your company’s vision and articulated actions have resulted in the transformation of the [category] industry. Having an experience of three years in management and definite skill set, I am pleased to be applying for the advertised position. I believe that my experience in managing administrative operations make me an ideal candidate for the position.

I have a bachelor’s degree in Accounting and Finance, and I have also completed several certifications related to business and human resource management. Furthermore, I am a certified Microsoft professional, proficient in Excel, Word, and PowerPoint. My mastery of the subject has led me to acquire relevant expertise.

At my previous job, at KLM Company, besides performing general administrative tasks such as liaising with departmental teams, I was also responsible for overseeing and reviewing the recruitment process along with organizing capacity building training for the employees. Moreover, I assisted in the preparation and consolidation of financial reports for the projects’ departments.

My demonstrated expertise is evident from the fact that my role at KLM Company, required me to draft monthly reports on travel logs, and cost-cutting on procurement, for the management, relevant to each department in place, in response to which I submitted timely and well-crafted report every month. In addition, I assisted the human resource managers in conducting bi-monthly training. It was due to my utmost dedication and professionalism that I was nominated Employee of the Quarter, for consecutive two years.

As featured in the job advertised, I am required to mention salary requirements. Considering the position’s description, nature of work involved, and responsibilities I would ask for market competitive an annual salary range of $38,000 to $46,000. The stated salary is open for negotiation, knowing there are several incentives involved as mentioned in the position’s description.

I believe my ability to apply knowledge, demonstrated professional expertise, willingness to work in collaboration across departments, and strong communication skills will make me a valuable addition to your team. Enclosed is my resume. I look forward to being provided with an opportunity to have a meeting or an interview, to discuss things further.

Thank you for consideration.

Sincerely,   
ABC