Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am very thankful to you as you considered my application for the post of Administration at the (name of the institution). The institution has a very good reputation in the outside world and is known for not only its growth but also for the type of attitude the institution has with the employees. Thus, when I saw the notice online that (institution) is offering a job for the post of (vacancy) I knew I had to apply for this post. I am very confident in my abilities that I am a perfect fit for the job.

The notice has asked for an applicant to apply for the post even if he does not possess a prior experience. But I feel proud by stating here that I have an experience of 5 years in this profession. I have worked at the post of administration in (name of the company) from (date) to (date). I have also attached my experience letter from (name of the company) with the application form for reference. During my tenure, I was always liked by (name) for my hardworking and problem-solving nature. I was also praised by my fellow colleagues for my friendly nature. I also tried to help with the problems which my fellow colleagues faced in their tasks.

While I was doing the job at the post of administration in (name of the company), I was responsible for variety of tasks. For example, I was responsible for looking after the scheduling of client meetings and the daily administrative functions. Moreover, I was responsible for organization of many vital tasks performed by the senior project team. In addition to efficient handling of the general administrative duties my abilities include careful schedule planning, management and organizing the documents for the project teams.

I know the importance of administrative support for the staff members. Administrative support is required to ensure that the deadlines are met, and the project progresses in an organized way.

I have confidence in my abilities and therefore, I think I can perform this administrative role better than anyone. I am excited and thrilled about being a member of (the name) administrative team. I am looking forward to learning more about the institution and the responsibilities of a member of the administrative team has. I have attached my contact details with the cover letter, and I will look forward to answer any of your queries regarding the job.

Sincerely,

[Your Name]