Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am writing this letter to apply for the position of Administrator at (name of the company). I came to know about this position through social media (the type of social media). A friend of mine shared a post with me which asked for the applicants to apply for the position of (Administrator). I confirmed the advertisement by looking at the website of your company. The news that your company was looking for someone competent for the post of Administration made me very happy as I have always liked and praised your company and the way your company deals with the employees.

I cannot describe my excitement while applying for the post of administrator. I assure you that I would be utilizing all the skills and abilities I have for benefiting your organization.

Speaking of my abilities, I would like to state here that all my abilities stem from the past 5-year experience I have by working at (name of the company). During my tenure at (name of the company) I was responsible for doing different type of duties. These tasks included organizing the tasks for the (name of the project team). I was also given the charge of managing and scheduling the client meetings in addition to the daily administrative functions. I have supported and managed the documents for many vital projects of the organization which lead to a significant increase in the revenue.

Moreover, I was not only praised by the CEO of the company but also, I had a very good reputation among my fellow colleagues. I am able to complete my tasks before the deadline because of my punctual nature therefore, after completing the tasks assigned to me, I always tried to help my fellow colleagues in meeting their deadlines. I am also very good in team work due to my friendly and hardworking nature. Some of the projects I have assisted in include (name of the project), (name of the project) and (name of the project).

I have a complete understanding of the significance of administrative support for the staff members. Therefore, I would like to offer my services as an administrator to (the company). I would also like to thank you for considering my application for the position of administrator. I assure you that if you select me for the role of administrator for your company, you would never get a complain as I have a habit of completing the task before the deadline.

Sincerely,

[Your Name]