

{Today's Date}

{Hiring Manager's name}
{341 Company Address}
(Ijaiye Ogba, Lagos)
(hiring.manager@gmail.com)

Dear {Mr./Mrs./Ms}{Hiring Manager's Name}

I am writing in regard to the {Administrative position} opening advertised on the {Company Name} job board, having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skillset match the requirements you're looking for.

At my current Company, {XYZ Limited}, I am valued by the CEO and his staff as a critical support pillar for the team – keeping meetings, papers, travel arrangement, and office items organized at all times, I have spearheaded the efforts to “go digital” for almost all planning and paperwork, increasing office efficiency to the point of saving ₦200,000.00 per year in contracted labour expenses. Allow me to highlight three bullet points from my resume that I believe demonstrate why I am the perfect candidate for the position;

- Trained two administrative assistants during a period of company expansion, ensuring that they pay explicit attention to company policies and minutes details.
- Maintained utmost discretion when dealing with sensitive topics.
- Typed documents such as correspondence, drafts, memos, and emails and prepared three reports weekly for management.

My resume goes into more detail about my daily job duties and achievements during my tenure as an administrative assistant at two companies. However, I believe that three bullet points demonstrate that I possess the ability to perform the major administrative assistant duties and train others in how to perform this role effectively, should the need arise.

I would love to have the opportunity to join the team at {Company Name} and use my skills to create and efficient, stress-free office environment for your executives. I believe that I can meet and exceed the expectation that you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time

Sincerely,

{Your Name}