[Today’s Date]

[Your full name]

[Your phone number]

[Your email]

[Your address, city, state, postcode]

[Your LinkedIn]

[Hiring Manager’s Name]

[Company Address, City, State]

[Phone number]

[Email address]

Dear [Hiring Manager],

**RE: <insert role title> position**

I am writing to you in response to your company’s XXXX job posting. I am delighted to apply for such a position, as I already possess many years of experience in a variety of administrative roles. I am confident that I possess the desired skill set and the necessary qualifications to be a perfect fit for this role.

I am a highly motivated and friendly person, and I have been trained to deliver within high-pressure headlines consistently. I have overseen the internal and external office communication and facilitation of meetings. I also maintain a strong communication skillset as I regularly follow up with clients in an approachable manner, and I am familiar with many receptionists’ organisational software and phone systems used.

I am a highly motivated person that is always using critical thinking and problem solving to help other team members in the office. I have long been an enthusiast of your firm, so I would love the opportunity to come and work for you.

I would like to discuss your XXXX position in detail and would be happy to come in for an interview at any time that’s convenient for you. Thank you for your time and consideration. I look forward to hearing back from you.

Yours sincerely,

[Your Name]