

Anthony Brown

Office Administrator

*Sean Merchant
Hiring Manager
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF*

Date: 17th October 2013

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Office Administrator. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. My proven ability to work to the highest standards has prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Effectively multitasking and juggling several tasks at once, even when under severe pressure.
- Writing professional correspondence such as letters and emails.
- Ensuring that office expenditure is maintained within budgeted levels.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting establishment like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

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