Kate Holmes
Office Administrator

Karen Cunningham
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

Date 17th October 2013

Dear Ms Cunningham

Kindly accept this application from a talented and capable applicant who wishes to apply for your Office Administrator vacancy which was advertised on the dayjob.com website today.

I would bring to your company real life experience of the following areas, ……., ……. and …… . All of these being fields mentioned in the job advert. On top of this I am able to tailor my abilities to fit the objectives and priorities of your company.

With my present employer I have consistently exceeded all goals set for me, and am valued for my hard work, reliability, tenacity and ability to come up with solutions to problems. A good illustration of this is where I ……
My core strengths include, but are not limited to the following:

- Being able to work directly with a wide range of individuals at all levels.
- Always portraying a professional and business like image to customers, potential customers and any other people who I may meet during the course of my work.
- Being organised, thorough, logical, analytical, self-disciplined and meticulous.

I would be grateful for the opportunity to demonstrate my capabilities further at an interview. Please feel free to contact me to arrange a meeting a t your earliest convenience. In closing I would like to thank you for taking the time to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely

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