

MARY HILLARD

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Karen Cunningham
Hiring Manager
Dayjob Ltd
120 Vyse Street
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Date: 17th October 2013

Dear Ms Cunningham

I would like to propose my candidacy for your position of Office Administrator which was advertised in the latest issue of the

I am enthusiastically applying for this post because I firmly believe that a combination of my natural ability, personality and work experience all make me an ideal candidate for this role. As a talented and experienced individual I am intimately familiar with the role, such as and I would bring value to a company like yours through my experience in the sector, and my positive 'can do' attitude.

For the past year(s) I have been employed in a role where I am required to and also This is exactly the type of experience you are looking for in an applicant. Furthermore I would like to state that I am keen to join a winning company like yours, where I will work with people of the highest calibre. Another reason for my application is that your company is in the field of, an area that I would like to enter into.

I consider myself to be a hard worker with a solid work ethic who exerts optimal effort to ensure all tasks given to me are completed on time and to the highest standards.

My strengths include, but are not limited to the following;

- Ensuring that all relevant documentation is present and in line with company policy.
- Managing employee holidays and actively monitoring staff absence levels.
- Being able to support all internal HR processes in areas such as staff recruitment, induction, performance and disciplinary management.

Greater details of my accomplishments and achievements can be found in my attached resume. I am available for interview at any time and can start work at short notice.

Thank you for the time you have taken to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely

Mary Hillard



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