

Your
Name

Administrative Officer

—

Your Name

123 Your Street

Your City, ST 12345

123.456.7890

no_reply@example.com

4 SEPTEMBER 20XX

Richard Gabriel,
Hiring Manager,
Ben Street,
Troy, NY 12180

Dear Mr. Richard,

I am writing this letter to show my interest to join as a Senior Administrative Officer at your organization. Previously I have been working as an Administrative Officer at Solution Konnect, Albania for several years. Then I decided to shift to New York and told our group head, Rita Walker about my decision.

She told me that there is an ideal place for me to work in NY and recommended me to contact you to discuss employment opportunities in your organization. Further, she told me that you two are best friends since childhood and you would be able to help me to shorten my job search cycle.

Mentioning my qualifications, I am a graduate in business administration and with over 5+ years of extensive working experience in the administrative field. Due to the exceptional customer service skills, effective communication skills and excellent organizational skills, Rita told me that one day I would be a top-performing administrative officer in your organization. With my effective office management knowledge, I was able to implement all administrative and business development policies of my previous company.

So I believe my experience and skills would be an asset to your company for a brighter future and would really love for an opportunity to have a convenient meeting with you to discuss more.

I look forward to hearing from you.

Thank you.

Your Name