

Sample Cover Letter 1: Entry-Level Administrative Officer

[Your Name]
[Your Email]
[Your Phone Number]
[Your Address]

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear [Hiring Manager's Name],

I would like to refer to the Administrative Officer job position at [Company Name] which I came across on [Job source]. Educationally, I hold a bachelor's degree in business administration and having done an internship with [Previous Company Name], I also performed some administrative functions and thus, I am excited that I will be able to use my good organizational skills and attention to detail for your firm.

Earlier, I was able to successfully help in supervising the activities of the office by scheduling, sending mails as well as managing documents. Also, I am a quick learner which enables me to adjust in new environments as well as operate different computer programs like Microsoft Office Suite and QuickBooks making me an ideal fit for this job.

I look forward to the opportunity of contributing to [Company Name] and based on my proactive approach and positive mind, I have no doubt that I will be an asset to your organization. It will be an exciting chance to discuss this great opportunity so I appreciate your time.

Thank you for considering my application.

Sincerely,

[Your Name]