

## Sample Cover Letter 2: Experienced Administrative Officer

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

Hiring Manager  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear Hiring Manager,

I am thrilled to apply for the Administrative Officer position at [Company Name] which I found on [source]. I have about 5 years of experience performing administrative functions and therefore am skilled in office management, working in a team environment, and streamlining various processes, which would be valuable to your company.

When working at [Previous Company Name] I managed to head a team of five assistants whereby all administrative tasks were carried out professionally while the departments were able to exchange information freely. My role required a strong ability to multitask, prioritize, and manage high-pressure situations, all of which I excel at. Besides, I implemented a document management system which improved the efficiency level by thirty percent.

I am especially interested in [Company Name] because I like the fact that you are able to create and grow new ideas, and I would like to contribute my leadership qualities and great love for your company.

Thank you for considering my application. I look forward to discussing my application further in the near future.

Thank you and best regards,

[Your Name]