

Sample Cover Letter

Ana Bricks

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Mr. Doyle Richards

Richards and Richards, Co.

Phone: +XX XXXX XXXX

Email: inquiries@richardsandrighards.com

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Dear Mr. Richards,

I read about your job advert for an Administrative Assistant position with Richards and Richards, Co. I wish to express my deepest intent to apply for the said post.

In October 2013, I completed my administrative studies and obtained a Certificate II in Business Administration from XXXXXX University. This afforded me the range of practical capabilities that will prove to be helpful for this role.

While completing my administrative studies, I worked part-time as a Customer Service Assistant for XXXXXX for four years. My responsibilities included in-person customer service and assisting with inventory, supply chain, and merchandising. This position gave me the opportunity to work in a fast-paced and professional working environment as well as provide me with key employability skills.

I believe that I meet the requirements you seek

- Worked for four years in the customer service industry in an in-person setting
- Familiar with inventory sales, supply chain, and handling merchandise
- Motivated and needs minimum supervision

I understand that I am only one of the many applicants for this job. I do, however, believe that my skills, experiences, motivation, and commitment will place me at a better angle at fitting better into your work environment.

I have attached with this letter my resume for your perusal. I am open for further discussion with regards my application. Please feel free to contact me through anabricks@xmail.com or through +XXX XXXX XXXX.

Thank you for your time. I do hope to hear from you.

Ana Bricks