

Date

23rd January 2024

Mr Barry White
John Smith and Associates
enquiries@johnsmith.com.au
0400 123 456

Jane Smith
Suburb, State
janessmith@email.com
0400 987 654

*Your contact details**Hiring Manager and Organisation Info*

RE: Application for Trainee Administrative Assistant position

Dear Mr. White,

As a young and motivated individual, I am writing to express my interest in the Trainee Administrative Assistant position at John Smith and Associates.

Having completed my HSC studies in November 2019, along with obtaining a Certificate II in Business Administration, I have acquired practical skills suitable for this role. During my studies, I worked part-time as a Customer Service Assistant at KSmart, where I gained experience in face-to-face customer service, stock management, and visual merchandising in a professional environment.

Opening Paragraph Make it personal and tailor it for each job application to grab the reader's attention.

My qualifications and experience align with the requirements of the job:

- Customer Service: Four years experience in face-to-face customer service, including register operations and assisting customers on the retail floor.
- Reception Duties: Proficient in handling incoming calls and assisting customers with phone-based enquiries.
- General Administration: Trained in filing, data processing, records management, and written communication through my Certificate II in Business Administration.

Body Paragraphs Describe your achievements Use past work tasks as examples to demonstrate you have the skills to do the job. Explain why you're a good fit for the job.

My interpersonal skills and engaging personality have been commended by both teachers and employers. I am driven by the challenge of meeting objectives and continuously learning.

I am confident that my motivation, commitment, and existing skills make me a suitable candidate for your organisation. I am eager to discuss how I can contribute to your team further in an interview. Enclosed is my resume for your consideration. Please feel free to contact me at your convenience. Thank you for considering my application.

Sincerely,

Jane Smith
Jane Smith **Sign off**

Invite the employer to contact you