

Cover Letter Templates for Administrative/Secretarial Jobs (for entry level)

John Ayomide
6 James Avenue,
Ikeja,
Lagos.
January 23rd, 2019.
080*****

Mr. Peter Samson,
Human Resource manager
MyJobMag Limited
7 Atunwa street,
Opebi,
Lagos.

Dear Mr. Peter,

It is with utmost interest that I respond to your advertisement for the position of an entry level secretary in Myjobmag Limited which I saw on your company social media page. As an administrative enthusiast and a first class graduate of office administration and secretarial studies, I know I can use my skill set and knowledge to become a valuable member of the team.

As the secretary of the **“Administrative and Secretarial Students’ Association”** I was charged with the responsibility of documenting the associations’ confidential information and files which I know will help me perform this job better. During my tenure as the associations’ secretary, the association recorded the most organized documentation in the history of its existence.

My experience in administrative and secretarial position across different social groups and my personal project that has attracted notable awards will serve as a foundation for me to provide administrative and secretarial assistant to XYZ limited while limiting the cost of training.

Being a part of Myjobmag Limited will be a dream come true for me. Myjobmag Limited passion for document safe-keeping is one thing that has inspired me to apply for this position. Nothing can be more satisfying than to work with Myjobmag Limited.

I look forward to hearing from you to discuss this exciting opportunity. Thank you for the consideration.

Sincerely,

John Ayomide.