

Cover Letter Templates for Administrative/Secretarial Jobs (for experienced) 1

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,

I am writing in response to your advertisement for the position of an Administrative Secretary that was posted on your website. My ten years' experience in secretarial and administrative position has made me vast enough to carry out administrative and secretarial duties effectively.

I am highly proficient in performing word processing/data entry activities and desktop publishing. Managing meetings, taking minutes and maintaining records are some of my many strengths.

I am accustomed to creating and responding to correspondence with minimal and sometimes with no input from a manager. My customer service experience boasts of my abilities to work with customers to understand what they require and filling those requirements according to the company's procedures and policies.

Since the vision of ABC group of companies is to drive customer retention which will lead to more sales. I believe that my flare for problem solving and my experience in customer service will help the company achieve its goal.

I will welcome the opportunity to meet with you to discuss how I can be of great value to the company. Please contact me at your earliest convenience. Thank you so much for the consideration you have given me.

Sincerely,

John Ayomide