**22 Bluebird Lane**

**Sutton**

**Surrey**

**SM2 3GH**

**29th April 2020**

**Ms J Bradbury**

**Human Resources Manager**

**Tailors Suit Company**

**32 Guildford Lane**

**Edinburgh**

**Dear Ms Bradbury**

**Re: Application for the Post of Administrative Assistant**

Paragraph 1 – Tell them why you are writing

I am writing in response to your advertisement for an Administrative Assistant, which I saw posted on the Reed.co.uk website this morning and enclose a copy of my most recent CV for you to look at.

Paragraph 2 – Tell them what appeals to you about this job, and why you want to work for this particular company.

I am very interested in this position as I love using my organisational abilities with creative people, and I enjoy communicating with teams and managing information in a way that makes it available to the right people at the right time. I also find your website, products and marketing appealing and professional.

Paragraph 3 – Tell them how you can meet their needs

I believe I am a good match for this role because as you can see from my CV I can meet your three main specific requirements, which are for:

A good all round team player

An ICT proficient professional

A creative, problem solver

Paragraph 4 – Thanks and salutation

Thank you so much for your attention and I look forward to the opportunity to meet and discuss this matter further.

Yours sincerely,

Ms A Applicant.