# [Name and Surname]

[Your address] [City and Zip]

[Date

[Phone Number]

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

SUBJECT: **ADMINISTRATION CLERK – REF NO: HR2365**

# Dear Sir/Madam

I am writing to apply for the Administration Clerk position advertised at your Company. As requested, I enclose a completed job application, my CV, and three references.

The role is very appealing to me, and I believe that my strong experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

* I have worked at Dome Electronics under monitoring and evaluation whereby I was capturing stock on the system.
* I strive continually for excellence.
* I am willing to learn new things even to work extra hours with no complains.

I can be reached anytime via email at example@gmail.com or by cell phone, +27 71 000 0000

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

# Surname and Initials

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PRINT AND SIGN