Miss L Maseku

7b Clove Street

WELLINGTON

7655

*Today’s date*

Mr D Baily

Faith Attorneys

123 Main Street

PAARL

7646

APPLICATION FOR ADMINISTRATIVE OFFICER POST

Dear Mr Baily

I hereby wish to apply for the Administrative Officer post advertised in the City Post of 19 April 2013.

In addition to my extensive office experience, I have strong communication, customer service and administrative skills. My broad background makes me an excellent candidate for this position.

My experience in office administration and customer service has equipped me with a multitude of skills including office management, business operations and excellent customer service.

I am confident that my use of this and many of my other skills will be an asset to the company.

Thank you for your time and consideration.

Yours sincerely

Lindiwe Maseku

084 911 1213

*Students should use the Tab, Caps Lock, Shift and Enter keys correctly.*

*[10] Marks for accuracy*