

(Insert Name)
(street address)
(suburb)
(contact number)
[\(email address\)](#)

(Insert Persons Name)
(Insert Company Name)
(Insert Company Address)

(Insert Date)

RE: (Application for (insert Role / Title))

Dear (Inset Name),

It is with interest that I wish to write to submit my candidacy for vacancy for (insert Role / Title) and advertised and located (where role was advertised).

I wish to highlight my extensive background and skills in front office management within complex team environments. I have held a leadership role at (insert company / position) for over (insert time) years and in that time, I have assisted in helping build an extremely successful firm.

I am highly skilled in problem resolution, training others, frontline management and office operations with extensive experience in personal assistance and administration.

I now wish to culminate my skills and experience to date and currently seeking opportunities to secure a new role provider as a (insert job). I have a desire and vested interest to now further my career in a fast-paced industry.

With a mature and professional attitude, I am an enthusiastic self-starter who demonstrates initiative, is levelheaded, confident and enjoys working within teams or autonomously. I have developed strong coping mechanisms under pressure and am flexible and quick to adapt to ever changing environments and scenarios.

My excellent time management skills enable myself to undertake multiple tasks concurrently and effectively manage under pressure. I have exceptional communication, liaison and negotiation skills that successfully establishes nurturing beneficial relationships with people at all levels.

I pride myself on my strong moral compass, values, and friendly disposition. I view myself as a 'people person' who thrives in situations where cultural, motivational, personal or language barriers may exist. I can tailor my approach to get the right message across in all scenarios. I am a keen motivator and I strive to get the best out of myself and others in a group or individual performance setting.

I look forward to hearing from you to discuss my application further and thank you for considering my candidacy.

Kind Regards,

(INSERT YOUR NAME)