

Richard D. Harding

Laguna Beach, Los Angeles

(123) 4567890

richardhardingd@email.com

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Application letter for Administrative Support

Dear Sir/ Madam,

I am ready to apply for the position of administrative support at [name of organization]. I have viewed the information of vacancy for the respective position recently in [name of newspaper] in the classified section.

I am certain that I will make a good progress in your organization. You will definitely appreciate my working style.

In fact, I always work in a methodical way by coordinating with all departments of the organization. I have excellent interactive skills. I am ready to go for background verification to qualify for this respective job.

I am suitable for this position because I have appropriate knowledge and skills. I have earned a degree in [name of university] by studying Bachelor of Commerce with specialization in Accounting.

My area of interests has been always the subjects of Mathematics and computer applications.

I have earned the knowledge of front ending coding in various software languages which are [name of the software languages]. I am well aware of the Cloud Technologies and I am quite acquainted with this technology.

During my professional experience period in different companies, I have learnt using SAP, PeopleSoft and Excel.

I have worked along with the accounting team and prepared different accounting reports.

I have made sure that all the employees are paid their salaries on right time. as per the direction of the supervisor, I have monitored the performance of the team members. I have made sure that they are complying with the rules and regulations of the company or not.

I have started my career as an accounting intern at [name of the first company]. I have worked lately at [name of second company] as an administrative assistant.

The reason for looking for the position of administrative support in your company is that I am finding difficulty to commute to far off places for working.

As I have my family members in [name of city], I would prefer staying with my family and coming to [name of new company] for work. [name of new company] is quite close to my workplace.

Richard D. Harding

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]