

Administrative/Secretarial Cover Letter

Your Name
Address
City, State Zip Code
Phone Number
Cell Phone Number
Email

Date

Name
Title
Company
Address
City, State Zip Code

Dear Mr. /Ms. LastName:

It is with great passion that I apply for the administrative internship position at ABC Company that was advertised on the newspaper. As a first-class graduate of administrative and secretarial studies, I believe that I would be a good match for this position.

During my tenure as the general secretary of the Students' Union Board, I improved my class-room secretarial experience with hands-on experience. As a secretary, I was responsible for students' documentation, record-keeping, and taking of minutes for the meeting etc.

Serving as the general secretary, I was also charged with the responsibility to make sure that everything goes well at every time. And this helped me build my administrative and organizational skills.

From my education, experience, and skills over the years I have been able to build my administrative and secretarial abilities which I know will help me function better in this job.

Looking at the years of experience that this company has under her belt, I know that this environment is definitely one that will help me grow and develop my career while I contribute my part to the success of this company.

I anticipate a scheduled time for us discuss my qualification in relation to the internship position.

Thank you for your consideration.

Signature

(Name)