

SAMPLE COVER LETTER

Ms Mary Bloggs

1234 Main Street
Anytown , Ireland
087 -123456
no_reply@example.com

31 January 2019

Mr Jones
HR Manager
Company Name
Ireland

Re: Office Assistant - Part Time

Dear Mr. Jones

I am interested in applying for the office assistant position that was listed on [insert website].

I am experienced in appointment scheduling, client facing communication and office management. I have worked with a number of different phone systems and pride myself on my communication skills, both in person and over the phone.

I am fully trained in MS Word, Excel and DocuSign. A recent project involved me training the administrative staff at a busy Legal firm on the Office suite.

I welcome the opportunity to speak with you about this position and how my experience could help [company name] achieve its goals.

My schedule is flexible, and I am available for interview at a time that suits you . I can be contacted on 087 123456 or at no_reply@example.com

Sincerely yours,

Mary Bloggs

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