Susan Banks  
House No: 12B  
Main Street  
Queens  
New Jersey

To:

Mr.StevenGray  
Manager-HR  
ABCCompany  
Manhattan  
New York

2nd February, 2007.

Dear Mr. Gray,

This has reference to your advertisement dated 1st February in “Jobs Today” for an Administrative Officer. I would like to take the opportunity to apply for the same.

I am a Post Graduate in Business Administration from the International School of Business. I have been working in the capacity of an Assistant Administrative Officer for XYZ Company.

Currently I am looking for a more challenging and stimulating work atmosphere to prove my mettle. I am sure, my qualifications, experience and administrative abilities would meet your requirements. My enthusiasm, sincerity and dedication which are my strong points would prove to be an added advantage to the job.

I am enclosing my Curriculum Vital for your perusal and look forward to further talks with you.

Thanking you,

Sincerely,

Susan Banks