Sara Anderson
123 Owens Street
PERTH WA 6000
0123 456 789
Sanderson@internet.com

11 August 2015

Ms. Anna Doe
Human Resources Manager
Star Shipping Corporation
88 Star St
Carlisle WA 6100

Re: Administrative Assistant (Position Ref # 321)

Dear Ms. Doe,

I am writing to apply for the vacant position of Administrative Assistant at Star Shipping Corporation, as advertised on Seek. Utilising my diploma in office administration, hands-on training in MS Office Suite and one year's related experience, I would be able to deliver the utmost administrative services to your organization.

I am the best fit for this position because I possess all the required qualifications mentioned in your advertisement:

• Well-versed in typing and distributing correspondence, maintaining office files, taking minutes of meetings, organizing repairs and making travel arrangements.
• Track record of maintaining confidential records and files in a timely manner.
• Particularly effective in greeting and helping visitors, responding phones and directing calls appropriately.

Furthermore, I have a demonstrated ability to solve complex problems and disputes using my creative thinking and analytical skills. In addition, my exceptional communication skills enable me to handle clients effectively. The enclosed resume will provide you with complete details regarding my qualifications and skills.

As an enthusiastic and dedicated administrative professional, I'd welcome a chance to meet with you in person and discuss my qualifications in detail. I can be contacted on 0123 456 789 or via email at Sanderson@internet.com for an interview at a time suitable to you.

Thank you for your time and consideration. I look forward to hearing from you soon.

Your sincerely,

(Signature)
Sara Anderson

Enc. Resume and Reference Letter