To,

[Name of Recipient]

[Designation of Recipient]

[Company’s Name]

Date:

**Subject: Administrative Manager’s Job Application Letter**

Dear Sir/Madam,

Mr. / Mrs. [name of the Referee], the [mention Referee’s Job Title] in your company, is a former colleague and a dear friend of mine. He / She informed me about the opening vacancy for the position of Administrative Management in your company, [name of the Company]. So, I am writing this letter as I feel excited about this job.

The above-mentioned job meets my qualifications and expertise that you can easily verify via checking the resume that I have attached with this letter. Currently, I am working as an Administrative Assistant Manager in [mention Current Employer or Company’s Name] for the last three years. Moreover, I have been doing small jobs as Admin Assistant for the past five years.

I believe I am the expert you are actually looking for. I have been in administrative management for the past seven years and I have a pretty good idea of how things work. I am very good, if not perfect, at handling different situations like meeting project deadlines, holding important meetings on time, and managing the worker’s schedules and their performance. Being cooperative with everyone and working as a team for the development and growth of the organization are my key strengths.

So, I hope that you will find me a suitable person for this position. Feel free to contact me for any queries or details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]