

## **Priya Sharma**

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[Date]

The Hiring Manager  
XXXX Services  
Adelaide, SA

Dear Hiring Manager,

I am writing to apply for the Administration Assistant position at XXXX Services. I am an organised and detail-focused administrator who enjoys keeping an office running smoothly and supporting a busy team.

In my current role I manage reception and incoming calls, maintain calendars and book meetings, prepare documents, and enter and check data with a high level of accuracy. I am confident across Microsoft Office, handle confidential information with discretion, and manage competing priorities to deadline.

I would welcome the opportunity to bring my organisation and reliability to your team. My resume is attached, and I would be glad to come in for an interview at a time that suits you. Thank you for considering my application.

Kind regards,

**Priya Sharma**