

Sam Patel

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[Date]

The Hiring Manager
XXXX Company
Perth, WA

Dear Hiring Manager,

I am writing to apply for the Administration Officer position at XXXX Company. After several years in hospitality, I am moving into office administration, and I recently completed a Certificate III in Business to support this step.

While my background is in hospitality, the skills carry across directly. As a supervisor I coordinated rosters for a team of ten, managed cash handling and daily reconciliation, and kept a busy venue running smoothly under pressure. I am organised, calm with people and confident using Microsoft Office. I am eager to apply these strengths in an administration role and to keep building my office skills.

I would welcome the chance to explain how my experience translates to this role. My resume is attached, and I am available for an interview at a time that suits you. Thank you for considering my application.

Kind regards,

Sam Patel