

From: Name With Initials  
Address Line 1  
Address Line 2  
London, E17 \_\_\_\_.

To:  
Name of the Company  
Address Line 1  
Address Line 2  
London, W15 \_\_\_\_.

18<sup>th</sup> April 2021

Dear: Sir / Madam

**APPLICATION FOR THE POSITION OF AN ADMINISTRATOR**  
**Job Ref: IWM/35873**

I hereby wish to apply for the position of an Administrator as advertised on the Jobcentre's website.

I have MBA in Business Administration. Presently I work as an Administrator in X Y Z Company Limited. where I demonstrate my administration knowledge, as well as my skills.

I have almost nearly five years of working experience in dealing with client's enquiries and general administration duties.

I am self-motivated, accurate, diligent individual committed to achieving high standards of competence and professionalism in whatever I perform.

In support to my application I attach my Curriculum Vitae; And Can View My CV  
Online Under This Link: [www.online-cv.uk/Your-Name.pdf](http://www.online-cv.uk/Your-Name.pdf)  
Password Is: [Your Password](#)

Thank you for taking the time to consider my application and I look forward to hearing from you in the near future.

Yours sincerely

\_\_\_\_\_  
Signature