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151 West Street
Durban
4001
30-November-2021
example@email.com
062 123 4567

[Company Logo Here if any]

Company Name
example@companyemail.co.za

BURSARY APPLICATION LETTER

Dear Mr/Miss/Mrs (put name if you have one)

I am writing in reference to the position of Front Office Assistant posted on Monster. With my skills and experience, I believe I can offer exactly the kind of support necessary in your fast-paced corporate culture.

In addition to my customer relations, communications, and technical skills, I bring the following experience:

- Proficient in Microsoft Office Suite, Word, Excel, Outlook, and PowerPoint
- Proficient in Quickbooks and Quicken
- Able to multi-task in a fast-paced environment, handle multiple phone lines while maintaining customer flow
- Team player, providing superior customer service and administrative support
- Maximize office efficiency through maintaining and implementing best practices in invoicing, vendor relations, and workflow management

Thank you for your consideration as a valuable addition to your team. I look forward to meeting with you to discuss how I can bring my positive energy to your administrative staff and help your company continue to grow and succeed. I'll follow up with you next week to check on the status of my application.

Sincerely,
Christina Black (signature hard copy letter)

I have attached my CV, which provides all information you require to consider my application. Please feel free to contact me if you need more information regarding my application.

Yours faithfully,
[Your name]

WORD FORMAT