

## **Example Cover Letter – Administration Role**

Every role is different, but the following example illustrates the principles we've discussed throughout the article.

Notice how the candidate focuses on relevant experience, gives evidence and explains why the organisation interests them.

-

### **Dear Hiring Manager**

I am writing to apply for the Faculty Administrator position advertised on your website.

I was particularly interested in this opportunity because of your commitment to providing an excellent student experience and supporting academic colleagues through effective professional services. Over the past six years, I have worked in busy administrative environments where I have developed strong organisational skills, managed competing priorities and delivered a responsive service to colleagues and service users.

In my current role, I coordinate administrative support across several teams, working closely with colleagues, customers and senior managers to keep work moving and resolve issues quickly. One improvement I introduced simplified our enquiries process, reducing average response times from five working days to two and making communication clearer for service users.

I would welcome the opportunity to bring this experience to your organisation and contribute to the continued success of your professional services team.

Thank you for considering my application.