THANDO MOKOENA

Johannesburg | 071 234 5678 | thando.mokoena@email.com

[Date]

[Hiring Manager's Name]
[Job Title]
[Company Name]
[Street Address]
[City, Postal Code]

Re: Application for the position of [Job Title] (Ref: [Reference Number])

Dear [Mr/Ms Surname / Hiring Manager],

I am writing to apply for the [Job Title] position advertised on CareerConnect. With [4] years' experience in [office administration] and a reputation for accuracy and reliability, I am confident I can add real value to [Company Name].

In my current role at [ABC Logistics], I [manage diaries and meetings for three senior managers and process more than 200 invoices a month]. I recently [introduced a digital filing system that halved document search time]. These experiences have strengthened my [organisation, communication and problem-solving] skills, which match the requirements in your advert.

I am particularly drawn to [Company Name] because [of your growth in the logistics sector / your reputation for excellent service / a specific thing you admire about the company]. I would welcome the chance to contribute to a team with these values.

Thank you for considering my application. My CV is attached, and I am available for an interview at your convenience. I can be reached on [071 234 5678] or [thando.mokoena@email.com].

Yours sincerely,

Thando Mokoena
Attached: CV, certified copies of ID and qualifications

Free template from CareerConnect. Delete this line before sending.