Lerato Mokoena
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Hiring Manager
Masikhule Logistics
Johannesburg

Re: Application for Junior Admin Assistant

Dear Hiring Manager,

I'm applying for the Junior Admin Assistant role advertised on your company Facebook page. I'm an entry-level candidate with practical experience in data capturing, customer communication and document control. I'm keen to join Masikhule Logistics because the role focuses on keeping daily operations organised and accurate.

During my 6-month internship at a local community centre, I captured attendance registers and filing records, helped prepare weekly reports, and managed follow-ups with clients by phone and WhatsApp. I improved the filing system by introducing a simple naming method for documents and making sure forms were filed the same day. This matches your requirement for strong admin support and attention to detail.

I'm comfortable working with MS Word and Excel at a basic level, and I learn quickly when shown a process once or twice. I'd welcome the chance to support your team by keeping records up to date, assisting with dispatch paperwork, and communicating clearly with drivers and clients.

I've attached my CV and supporting documents. I'm available for interviews on weekday mornings, and I can be reached on 072 000 0000.

Thank you for your time and consideration.

Kind regards,
Lerato Mokoena

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