[Your Name]
[Suburb, City]
[Cell number]
[Email address]

[Date]

Dear Recruitment Team,

I'm applying for the Junior Administrator position advertised on [website]. I passed matric in [year] and have 1 year of front-desk experience at [business name]. I'm a strong match for this role because of my Excel skills and my experience handling client queries.

At [business name], I answered phone and walk-in queries, logged each request, and followed up until it was resolved. I also captured invoices and updated records every day, keeping all files named and stored in the same way so they were easy to find.

I'm available to start immediately and can attend an interview in [area] or online. Thank you for your time. Please find my CV attached.

Kind regards,
[Your Name]
[Cell number]

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