

Thando Mokoena
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Kimberley, Northern Cape
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Hiring Manager
Brightstone Accounting
Kimberley

Re: Application for Receptionist / Admin Assistant - Ref BA-RAA-04

Dear Hiring Manager,

I am applying for the Receptionist / Admin Assistant position advertised on your company noticeboard and shared online. I am interested in this role because it combines front-desk service with accurate administration, work I genuinely enjoy and take pride in. Through my studies and part-time experience, I have built strong customer service skills, dependable document handling, and a calm, professional manner on busy days.

Here are a few ways my experience matches what you are looking for:

- **Front-desk and client service:** In my part-time role at a local training centre reception, I welcomed visitors, directed walk-ins, answered calls politely and handled basic queries, while keeping the reception area organised.
- **Admin accuracy and filing:** I maintained student files (IDs, enrolment forms and attendance sheets), checked documents for missing information, and followed a consistent filing system so records could be found quickly.
- **Computer skills and communication:** I am confident with Microsoft Word and Excel for lists, templates and basic trackers, and I write clear emails and WhatsApp messages to confirm appointments and requirements.

I am drawn to Brightstone Accounting because the role supports a professional client environment where accuracy and confidentiality matter. I would welcome the opportunity to be a reliable first point of contact and to support your team with day-to-day administration.

My CV is attached, and I am available for an interview on weekdays after 10:00, with flexibility to start immediately if required. Thank you for your consideration.

Kind regards,
Thando Mokoena