

Example - with using an anecdote

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Mr Richard Lai
Finance Manager
XYZ Company
13/F Trust Tower
Queens Road Central
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Dear Mr Lai

RE: Administration Officer vacancy

This writer has used an anecdote to demonstrate her key selling point - that she does day-to-day things really well.

My manager thanked me recently for my work, after I negotiated an extra one percent discount on the supply of our office materials. I didn't do anything special and was just doing my job, but he thanked me because I do my job well.

From your advertisement, I can see that you are looking for someone just like me. I have made my career as an administration officer and have enjoyed over ten years working in international companies.

I am used to a busy office and enjoy handling all the day-to-day things that contribute to an efficient work environment, including typing, reports, purchasing, data entry, coordination and answering phones. I am able to juggle many things at once, whilst remaining cheerful and organised. I have used most common office software packages and have built strong relationships with trustworthy suppliers.

I know that XYZ Corp will be a good place for me to continue to build my experience of the work that I love. You can contact me on tel: 9786 5433. Thank you.

Yours sincerely

Sandra Wong

Contributed by:

DRAKE
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