This document is intended for inspiration and guidance only. Tailor it to highlight your unique skills and experiences that align with the role you’re applying for – don’t copy directly**.** It is based on a **fictional persona** – any similarity to an actual person is coincidental and unintended.

Mr. Mark Lounger  
Moree Supastore  
123 Shop Street  
Moree NSW 2400

Dear Mr Lounger

I hope this finds you well. I am eager to apply for the Administration Clerk position at Moree Supastore, given my background in administration and events management.

I am drawn to Supastore's commitment to customer service and professional growth, areas I am passionate about. I want to learn about the retail industry and be a part of a highly regarded national brand that plays a pivotal role in the Moree community through its sponsorship of local sports.

Proficient in Excel and Word, and recently trained in Microsoft Planner, I can quickly adapt to any new technologies required to meet the demands of this role. My experience in efficiently managing administrative tasks like filing, banking, and reconciling – as well as adeptly liaising with customers and suppliers in account management – further underscores my suitability for the position.

From 2013 to 2018 I was the Lead Events Coordinator at Moree Community Centre. As a key team member my responsibilities included marketing, property management and general administration. During our manager’s absence, I frequently assumed the role of acting team leader

In 2018, I decided to start a family, leaving the workforce for five years. During this time, I continued to foster my skills and professional interests through volunteer work, and kept my computer skills current through short courses and regular PC use.

I now hope to use my strong administrative and technical skills in the Administration Clerk role. Enclosed is my CV for your review. Please let me know if you need further information. Thank you for your consideration and I look forward to speaking with you soon.

Sincerely,   
Alice Jones

XXXX XXX XXX





Moree NSW 2400



alicejones@example.com