January 12, 2008

Samuel Lim

Human Resource Department Head

AAA Group of Companies

Milton, NY 10945

(999) 111 2333

Dear Mr. Lim:

I have read your post in the internet about the vacancy in your company and I therefore would like to express my interest to apply for the Administrative Assistant in the AAA Group of Companies. I am submitting this cover letter, together with my resume and certificates of the seminars I attended and certificates of the awards I have received in the past. Let me introduce myself briefly through this letter.

I earned my undergraduate and graduate degree in Business Administration in a prestigious university. During my studies, I am a constant dean' lister and I therefore finished my studies as cum laude.

I worked as an Administrative Head in one of the most successful beauty products company in the past. Throughout my past careers, I have worked conscientiously and there was no any complaints about my performance. I am assuring you that I will also bring this attitude of mine in your company and will even work harder.

Attached are my credentials for you to review. It will be my pleasure to ask me for an interview schedule to know more about me and about the job your company is looking for. Looking forward to your reply. Thank you and more powers.

Yours truly,

Ted Bean