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# Administration Cover Letter Example

Subject: Application for Administration Position

Dear [Hiring Manager's Name],

As an accomplished administration executive, I am excited to submit my application for the Administrative Executive position at [Company Name]. My extensive experience in operational administration, team management, and strategic planning uniquely qualifies me for this role.

During my tenure as an Administrative Executive at [Previous Company], I successfully led a team of 30 employees and streamlined administrative processes, leading to a 20% improvement in operational efficiency. I am eager to bring my administrative acumen and leadership skills to [Company Name] to contribute to your continued operational success.

Thank you for considering my application. I look forward to the possibility of discussing my suitability for this role further.

Best,

[Your Name]

[Your Contact Information]