

First, I have a proven track record of success in administrative roles most recently, in my current job as an administrative coordinator. A highlight from my time here was when I proactively stepped in to coordinate a summit for our senior leaders last year. I arranged travel and accommodation for a group of 15 executives from across the company, organized meals and activities, collaborated with our internal events team and ensured that everything ran according to schedule over the two-day summit. Due to the positive feedback I received afterwards, I have been given the responsibility of doubling the number of attendees for the event this year and leading an internal team to get the job done.

I am also attracted to this role because of the growth opportunities that your company provides. The research that I have done on your company's culture shows that there are ample opportunities for self-motivated individuals like me. A high level of organization and attention to detail are second nature to me and I am eager to apply these skills in new and challenging environments.

I look forward to sharing more details of my experience and motivations with you. Thank you for your consideration. Sincerely,

Mark Joseph

## **Software Developer Cover Letter Sample**

**[Full name]**

**[Physical address]**

**[Telephone number]**

**[Email address]**

**[Date]**

Re: Application for the position of software developer

Dear **[recipient's title and last name,]**

I would like to apply for the position of software developer as advertised **[mention where you saw the advertisement.]** I have extensive experience in software design specializing in **[#1**