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| **Short Cover Letter Example**  Secretary/administrator |  | (123) 456-789 |
|  | AeroBOT@gmail.com |
|  | 124 La Trobe Street, Melbourne, VIC 3000 |
|  | | |
| 11 Feb, 2025  Lacey Olson  583 Seth Rapids Apt. 178 West Troy, NH 19736  787-456-6821  matthewjones@yahoo.com  Dear [Mr./Mx./Ms.] Lacey Olson,  I’m thrilled to be writing to you to apply for the Secretary/administrator position that Green Ltd is advertising on LinkedIn.  I know this position requires strong leadership and communication skills. I grew into an effective leader and communicator as President of the Tubman High School Debate Team, and this makes me the perfect fit for this role.  I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. Please feel free to reach out to me for an interview at (123) 456-789 or AeroBOT@gmail.com  Sincerely,  **AeroBOT** | | |