

# Short Cover Letter Example

Administrator, Civil Service

📞 (123) 456-789

✉️ frank@gmail.com

📍 123 Main Street, NY

18 Apr, 2024

Jesus Hutchinson  
662 Lee Passage Apt. 337  
Smithshire, MA 42315  
001-535-098-2179  
susan28@gmail.com

Dear [Mr./Mx./Ms.] Jesus Hutchinson,

I'm thrilled to be writing to you to apply for the Administrator, Civil Service position that Elliott, Wright and Matthews 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 frank@gmail.com

Sincerely,

**Frank Andrade**