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Reg Branson  
Electrical Industry Training Council  
1102 Freeland Crescent,  
Arizona 85383

Re: Administration and Office Support Position

Dear Reg (or Mr. surname if known)

As a seasoned administrative professional with experience in education and private enterprise, together with a longstanding connection to the building industry, and a love for enhancing young people's lives, I believe this role is something that I am not only qualified for, but one that I know I would excel in.

I am currently a senior teacher at a local state school but also function as a tutor and mentor to teenagers including indigenous young people through Watari, an indigenous education organization.

I have significant experience in administration through my role as a senior teacher and through overseeing a sports marketing business to promote two national sporting organizations (BMX Arizona and Mountain Bike Arizona) for which I handled all office administration responsibilities. Furthermore, I have project managed 10+ residential building and renovation projects, as well as property managing a medium-sized investment portfolio.

I am a natural planner and organizer, and I can be relied on for continually getting the details right. As my referees will attest, I am loyal, committed and have consistently delivered in fast-paced, demanding environments.

If Electrical Industry Training Council are looking for an administrative professional who takes tremendous pride in her work and whose track record demonstrates provision of high levels of competence and accuracy, together with a strong customer service ethos, then I would love the opportunity to speak with you about how I could contribute to your organization's future success.

Yours faithfully

Joni Williams

**Commented [SD1]:** It's best to keep cover letters clean and simple in regards to formatting and layout. Employers and recruiters are reading a lot of letters and this makes it easier and faster for them to read. I don't recommend putting your address as this may work against you. The only time that you might do this is if you live very close to work. Research suggests that people who live close to work are more favoured than those who live further away.

**Commented [SD2]:** Change this job title. If you are not 'seasoned' you could change this to read something like "as a dedicated administrative professional" or "as a meticulous administrative professional" .. you get the picture

**Commented [SD3]:** Although you may not have 'a love for enhancing young people's lives', it's important to put something in here that portrays some passion that you have for the job (e.g.) 'and a desire to see every customer walk out of the store having been delighted by our service'

**Commented [SD4]:** Probably a good idea here too briefly communicate something about your current or most recent role.

**Commented [SD5]:** In one or two sentences summarize your most important skills and outcomes -not more than a couple of sentences though

**Commented [SD6]:** A strong, positive close is important as it portrays to the employer that you feel confident you could do a great job, which of course, is exactly what they are looking for.