

**Cover Letter Template - Applicant Without Relevant Work Experience**

This cover letter template has been provided by [www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au). Use this template if you are applying for a job, but haven't had any paid work experience. For more tips on what to include on your cover letter, check out our [How to Write a Cover Letter](#) page. Don't forget to delete this paragraph before submitting your application!

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Martin Burn  
Personnel Manager  
Paws Unlimited  
256 Little Street  
HIGHFIELD VIC 3023

1 June 2013

Dear Mr Burn,

I am very interested in the position of Administrative Assistant at Paws Unlimited, advertised in the *Weekly Times* on 28 May 2013.

I am very familiar with your product line (I have been using your flea shampoo on my dog for the past three years). I have a range of administrative skills and experience to match the position you describe, including:

- Hands-on experience with a range of office programs including Microsoft Word and Excel, and the ability to learn new applications with confidence and ease.
- Experience in working in an office environment gained through my high school work experience programs (e.g., reception, filing, mail management, typing, maintaining manager's schedules, booking flights and accommodation and diary management).
- The ability to learn new tasks and adapt my skills to a range of work situations (I was confidently booking flights and accommodation and organising my manager's busy diary after only five minutes' instruction).
- Impeccable attention to detail and the ability to complete tasks quickly and efficiently (e.g., reorganising computerised filing systems in half the time allotted by my manager).

I am pleased to offer these skills and abilities to a business that provides products that I not only use regularly, but also fully endorse. I am confident that I would be able to promote your products to new and current customers through every aspect of the work and tasks that I undertake.

Enclosed is my resume for your review. I look forward to meeting with you to discuss this position further.

Yours sincerely,

Aaron Zlatkovic