

PO Box 11904

Silver Lakes

Pretoria

0054

18 September 2009

The Human Resources Manager

Absa Bank

PO Box 11658

Sandton

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Dear Sir

Application for position of Office Administrator

I would like to be considered for the position of Office Administrator at ABSA Bank which was advertised in yesterday's edition of 'The Sunday Times'.

I am currently employed as a personal secretary at Buchels Tool Hire in Pretoria. I have been working there for five years and have enjoyed it tremendously but it does not offer any promotional prospects in the near future. I would welcome extra responsibility and new challenges which I am positive the position at Absa Bank will bring.

As you will see from my enclosed CV, I have the educational background and professional experience needed to meet the specifications in your advertisement. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm's success.

I have discussed my application with Hayley Barron , the Human Resource Manager at Buchels, and with my former high school teacher, Mrs Shields. They have both encouraged me to apply for the position you have advertised and have kindly agreed to act as my referees.

I look forward to hearing from you and would appreciate the opportunity to discuss how my education and experience will be of benefit to you.

Yours faithfully

*Angela Adams*

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