

OLIVIA WILSON

*Administration Manager*

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21<sup>st</sup> September

**Subject: Job application**

I am writing to express my interest in the Administration Manager position. With over 8 years of experience in administrative leadership roles, I have developed a strong foundation in operational support, regulatory adherence, and team coordination. My background includes managing sensitive financial documentation, streamlining internal processes, and supporting executive teams, all with a keen eye for detail and discretion essential in the banking and finance sector.

I am confident that my proactive approach, integrity, and ability to maintain efficiency under pressure would make me a valuable asset to the business. I take pride in creating smooth, well-organised office operations that enable teams to perform at their best, while upholding the professionalism and confidentiality required in financial services. I would welcome the opportunity to bring my skills and experience to your team.

Kind regards,

*O. Wilson*

**Olivia Wilson**