**Job Application and Cover Letter format for Female Secretary**

Cover Letter Format

September 10, 2022

The Hiring Manager

Human Resource Department

Planet Earth Ventures

California, United States of America

Subject: Cover letter for the post of a female secretary

Dear Sir,

This letter is in reference to the advertisement in the World Times by your company Planet Earth Ventures for the post of a female secretary. I applied through mail a week ago but did not receive any reply. I came to know that you are still hiring and so, I decided to write to you.

I have the qualifications and relevant experience required for the job. Please find enclosed my CV with all the references that you need and contact details. If hired, I will give my one hundred percent in the best interest of the organization.

Please consider my application for the job. I look forward to hearing back from you.

Regards,

Miss. Kylie Ray

123, Twin Towers,

California, United States of America

+1 (123) 456789

Kylieray@gmail.com

**Job Application Letter Example**

September 10, 2022

The Hiring Manager

Human Resource Department

Planet Earth Ventures

California, United States of America

Subject: Application for the post of female secretary

Sir/Madam,

With due respect, I am writing this letter to apply for the position of personal secretary of the Chairman of the Company. This is in reference to the advertisement of job vacancy in the World Times.

I have the qualifications and relevant work experience for the job. I can manage all the office work and can work well under pressure situations. I have good communication and time management skills. I am pleased to tell you that I have worked as a secretary for the Chief Executive Officer of the AY Ventures for 4 years.

My experience there was good but I had to quit because I moved from Texas to California and they do not have any branch here.

Please consider my application for the job. I hope to hear from you soon.

Thanking you in anticipation.

Regards,

Miss. Kylie Ray

123, Twin Towers,

California, United States of America

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