

**Formatting** for your cover letter should match your resume (same header, font, size, etc.) Limit your content to one page maximum.

**If you're using AI** to help with your cover letter, review the content and rewrite it in your own words and style. Focus on targeting the key points from the job posting, like the highlights section of your resume.

**Show your genuine interest** in the company or organization by researching their values, mission, or reputation, and include this information in your cover letter to explain why you're interested in joining their team.

**Focus your writing** on what you'll bring to their team, and not what you're hoping to gain.

**In your closing paragraph**, summarize what sets you apart as the ideal candidate for the role and re-state your interest in joining the company. Thank the organization for considering your application and express your interest in an interview.

## YOUR NAME

Home address, City, Province, Postal Code  
Cell: (xxx) xxx-xxxx Email: xxxxxx@gmail.com LinkedIn:

Workplace BC  
Department Here  
555 Address Road,  
Victoria, B.C., V8P 2W8

September 18th, 2025

RE: Administrative Coordinator Position – (88856)

Dear Hiring Committee,

With over five years of administrative experience in public and private sectors, I am excited to apply for the Administrative Coordinator position at Workplace BC. As a detail-oriented Administrative Coordinator with a technical background and training in Business Administration and Client Services, I am passionate about creating a well-organized, efficient work environment that enables the entire team to thrive, which I aim to bring to Workplace BC.

In addition to my technical expertise, I am adept at adapting to fast-paced environments and handling multiple priorities with professionalism and poise. While at BC Hydro, colleagues and supervisors commended my proactive problem-solving and my ability to foster positive, collaborative relationships across departments. In my previous roles as an Administrative Assistant and Sales Representative, I have:

- Coordinated schedules, meetings, and events with attention to detail and accuracy.
- Managed records, reports, and databases to ensure compliance and accessibility.
- Provided responsive clients and team support through clear communication and problem-solving.
- Implemented administrative systems that improve workflow and save time.

My commitment to continuous improvement has led me to pursue ongoing professional development in project management and digital productivity tools. I am confident these skills will allow me to support Workplace BC's evolving needs and drive successful outcomes for your organization.

I am particularly drawn to this role at Workplace BC because of [something specific about the company—its mission, values, or reputation for supporting staff]. I would be excited to contribute my diverse skills to your team and support the success of your programs and operations.

Thank you for considering my application, and I look forward to the opportunity to connect further at your convenience.

Sincerely,

[Your Name]