**Motivation Letter and Character Reference   
(for Job Application)**

Mrs. A. Manager

Company Name

Physical Address

Re: Motivation letter for job ID XYX

Dear Sir or Madam,

I would like to apply for the role of Administrative Assistant which you have advertised on the {XXX} website.

I have been working as an Administrative Assistant for 4 years, and have recently completed a certificate from {learning organization} to become certified in {skills or position}. I am a hard worker with very good communications skills and can excel in a busy and stressful environment, which is often the case for Administrative Assistants who have to juggle many different priorities and meet deadlines.

***[Highlight key points showing relevant skills for the position you are applying]***

I have worked at two large companies (XYZ Manufacturing and XYZ design) and was able to thrive working across large departments and teams to get things done. I am very organized and thorough in my work, and pay great attention to details. I believe these are skills that are highly valued at {organization X} is also a large organization in {industry X}.  
***[Highlight how your past experience or interests are relevant for the company you are applying to]***

Please find enclosed my resume. I am happy to answer any questions you have, and would be happy to meet you for an interview,

Thank you for taking the time to read my application,

Best regards,

Jennifer Clark