

Do not start from a blank page.

Choose the closest example, then replace the employer, role, motivation and evidence. Never send an example unchanged.

01	Graduate administration programme
02	Administration assistant
03	Retail customer service
04	Project support officer
05	Career-change customer operations
06	Public-service administrative clerk

The four-part structure

- Name the exact role and where you saw it.
- Give one or two pieces of relevant evidence.
- Explain honest motivation for this specific work.
- Close clearly and check every detail.

Application: Graduate Administration Programme

7 October 2026 / Hiring Manager / Example Organisation / South Africa

Dear Hiring Manager,

I am applying for the Graduate Administration Programme position. During my Public Management diploma and volunteer work, I coordinated records, calendars and project milestones. In one programme, I checked attendance information for more than 80 weekly participants.

I would bring careful follow-through, clear communication and a willingness to learn quickly. The work described in your advert matches the practical strengths I have built through my experience.

I would welcome the opportunity to discuss how I could support your team. Thank you for considering my application.

Kind regards,
Nomvula Dlamini
07X 000 0000 · fictional.example@email.com

Tailor this page

Role	Copy the exact advertised title.
Evidence	Replace with one truthful, relevant example.
Motivation	Say why this work and organisation make sense for you.
Final check	Make every claim consistent with your CV.