

Administrative Assistant
School of Biological Sciences
Ref no: *[number]*

[Name]
[Address]
[Phone]
[Email]

[date]

The Personnel Officer
College of Sciences and Technology
Carslaw Building F07
The University of Sydney
NSW 2006

Dear Sir/Madam

I wish to apply for the position of Administrative Assistant in the School of Biological Sciences, Ref no. *[number]*, as advertised on the University of Sydney web site on *[date]*.

I enjoy working in student service and administrative roles in a tertiary education environment. I have addressed the selection criteria in the following 4 pages, supplied the names and contact details of 2 referees and have attached my resume for further reference.

I look forward to hearing from you soon.

Yours Sincerely

[Name]