POOJA AGARWAL

New Delhi · +91 98110 67890 · pooja.agarwal@example.com

14 October 2026

The HR Manager
Saraswati Infra Projects Ltd.
Nehru Place
New Delhi 110019

Subject: Application for the position of Office Administrator

Dear Hiring Manager,

With reference to your advertisement in the Hindustan Times dated 12 May, I wish to apply for the post of Office Administrator in your organisation.

I am a commerce graduate with three years of experience in office administration at a construction firm. My work includes maintaining records, handling correspondence, managing vendor bills, booking travel and coordinating meetings. I am proficient in MS Office and Tally, and I can draft letters in English and Hindi.

I am sincere, organised and comfortable handling several tasks at once. If given the opportunity, I will work with full dedication to the satisfaction of my seniors.

I am enclosing my resume for your kind consideration. I shall be grateful if you give me an opportunity to appear for an interview.

Yours faithfully,

Pooja Agarwal

Enclosure: Resume, copies of certificates