

Sports Hub

Inverness

Inverness, 6 August 2026

Dear Hiring Manager,

I am writing to express my enthusiasm for the Administrator Assistant position at your esteemed organisation, as advertised on Indeed. As a recent graduate with a degree in Business Administration, I am eager to apply my academic knowledge in a practical setting and contribute to the efficient operations of your team.

During my internship at Huntress, I actively handled routine administrative tasks, coordinated meetings, and assisted in the implementation of streamlined processes. This experience has honed my practical skills and instilled in me a deep appreciation for the impact of efficient administration on organisational success.

My coursework and hands-on experience have equipped me with valuable skills in data analysis, document management, and effective communication. I have a strong ability to adapt to new environments and learn quickly, ensuring I can contribute effectively to your team. My dedication, attention to detail, and adaptability align well with the qualities required for the Administrator Assistant role.

I am particularly attracted to your organisation's commitment to excellence and innovation. The prospect of contributing to your administrative functions, learning from seasoned professionals, and gaining hands-on experience is exciting for me. I am confident in making meaningful contributions to your team and am eager to bring my transferrable skills to the role.

Thank you for considering my application. I look forward to discussing my qualifications further in an interview.

Sincerely,

Mark Simons