

October 15, 2009

AnyCompany, Limited

000 Imaginary Street

City, State Zip Code

Dear Recruiter:

I am writing to express my interest in the Administrative Assistant position at 'AnyCompany' as advertised on 'mycareerjobs.com'. The attached resume explains in detail my qualifications for this position.

For the past ten years I have worked at Tricor America, Inc. My current role is an administrative position in which I perform a variety of tasks for clients, employees, and managers, including maintaining accurate client data records and providing general administrative support. I have exceptional computer skills. Specifically, I am proficient with MS Word and Excel, and I have become known within my office as a reliable and resourceful problem solver.

I am well organized, detail oriented and able to prioritize effectively to manage conflicting demands in a fast paced work environment. I have strong analytical, research, and time management skills and a very high degree of commitment to my work.

Thank you for taking the time to review my resume. I am available at your convenience for an interview.

Sincerely,

Your Name