



SAMPLE

Jamie Jobseeker
555 Blue Ridge Lane
Washington, DC 55555
(202) 555-5555
Jamie.jobseeker@gmail.com

April 9, 2015

ABC Company
Attn: Mary Smith, Director of Programs
555 Monroe Street NE
Washington, DC 55555

Dear Ms. Smith,

I am responding to your advertisement regarding the administrative assistant position advertised on your website. I feel I am an applicant who has significant experience and demonstrated success to succeed in this role. Upon researching your organization, I know that you are an innovative leader in the technology sector and I look forward to the opportunity to help you achieve your goals. Like your organization, quality and accuracy are hallmarks of my professional work ethic.

The following highlights a few of my qualifications:

- Excellent communication skills: Demonstrated ways to utilize company products resulting in improved customer satisfaction
- Attention to detail: Consistently drafted and edited documents ahead of deadlines
- Exceptional interpersonal relations: Possess diverse skills in multi-tasking and understanding of how to work on a team and effectively manage internal and external clients

I truly believe in your mission and I hope you will consider me for this position. I look forward to discussing this position in further detail with you should I be a good fit. In the meantime, feel free to contact me at (202) 555-5555 should you have any questions.

Sincerely,

Jamie Jobseeker
Enc: resume