

15-43 Elm Street
Forest Hills, NY 11111
Home: (555) 555-1212
marnie@monster.com

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John Short
General Manager
Action Company
1428 Main Street
New York, NY 12222

Dear Mr. Short:

Are you spending too much time handling administrative tasks? Would you like to free yourself from tedious detail work so you can focus on building your business? If the answer is yes, then we should speak.

I offer a five-year track record in office management and administrative support. You will benefit from my following key strengths:

- Computer expertise, with proficiency in all MS Office programs (Word, Excel, PowerPoint, Outlook and Access).
- Broad-based experience covering a full spectrum of administrative duties, including executive support, office management, billing/invoicing, payroll administration, customer care, account management, database administration, document preparation, travel/meeting coordination and project/program support.
- Superior multitasking talents, with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.
- A proven reputation, with a consistent history of exemplary performance reviews and recognition for driving efficiency improvements to office systems, workflows and processes.

I am confident that if you hire me as your administrative assistant, you will have more time and energy to concentrate on growing your business. My resume is enclosed for your review, and I will follow up with you in a few days to discuss your administrative support needs. You may also call me at (555) 555-1212 or email me at marnie@monster.com. Thank you for your time, and have a great day.

Sincerely,
Marnie Smith

Enclosure