

1234 First Street
Jacksonville, FL 32202

March 5, 2009

- Always date your correspondence.

Cindy Crawfish
Human Resources Director
ABC Organization, LLC
201 West State Street
Jacksonville, FL 32202

- Include the person's name, title, organization, and address.

Dear Ms. Crawfish,

- Be sure to address a person, use "Dear Sir", but not, "To Whom it May Concern".

I am submitting this letter to apply for the position of Administrative Assistant with your Arlington/Jacksonville office. The advertisement was posted on your human resources website this past weekend. I have enclosed my resume for your review.

With the scarcity of qualified, high level administrative personnel that exist today, it is my thought that you may be interested in my qualifications. I have successfully managed the office environment for my current employer to include bookkeeping and personnel duties. I was responsible for establishing a database of current vendors and streamlining an electronic payment system that has saved our company hundreds of man-hours and thousands of dollars since its inception. My additional duties include creating web-based presentations using Microsoft and Apple software; facilitating training seminars for new and existing employees, and representing the company at trade shows and regional conferences.

I would like to thank you for considering my application. I am available for a phone interview, but I would love the opportunity to discuss my qualifications with you in person. I may be reached at (904) 987-6543, or you may email me at jkb_admin@bellnorthsouth.net.

Sincerely,

- Always use a formal closing.



- Sign your name.

Jennifer Branch

- Print your name at the bottom.