

Carolyn Johnson

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Susan Smith
Expedite Corporation
532 Market Street
San Francisco, CA 94102

RE: Administrative Assistant Position

Dear Susan,

I read with interest your posting for administrative assistant on Craigslist. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

As my resume indicates, I possess more than 8 years of progressive experience in the administrative field. I started my career as a clerical assistant and have been promoted consecutively to my most recent position as an executive assistant at Martin Limited. My responsibilities included managing busy calendars for three senior executives and maintaining the inventory of office supplies for 50+ employees.

One project that illustrates my project management skills is successfully relocating the entire department from Anaheim to downtown Los Angeles. As the sole project leader, I identified, selected, and worked with several vendors to accomplish our complicated move on time and under budget.

My skills include an exceptional attention to detail, up-to-date technical knowledge and a passion for efficiency and organization. I am confident that I can add value and apply these skills at your company.

I have attached my resume for your review and I look forward to speaking with you further regarding your opportunity.

Sincerely,

Carolyn Johnson