

Name

Address
Phone Number

Date

Name

Title

Company Name

Address

City, State Zip

Dear _____:

Are you interested in an administrative secretary who can type over 70 wpm, handles multiple phone systems with ease, and deals courteously with customers? If so, then you will be interested in talking with me.

I have over seven years experience in corporate environments, managing tight deadlines and handling a large customer base. My accomplishments include:

- Design and development of a company recruitment brochure, used to recruit college graduates across the United States.
- Three commendations for superior performance and two Employee of the Month awards.
- Thorough knowledge of Microsoft Word, WordPerfect, and Lotus spreadsheet programs.

I would be very interested in talking with you to see if your company might have interest in someone with my strong administrative abilities. I will call you early next week to see if we can arrange a time to discuss my experience and your needs in more detail.

Thank you for your time.

Very truly yours,

Your Name