Christina Black

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September 1, 2018

Mary Cody

Hiring Manager

ASDF Company

777 Broadway

Business City, NY 54321

Dear Ms. Cody:

I am writing in reference to the position of Front Office Assistant posted on Monster. With my skills and experience, I believe I can offer exactly the kind of support necessary in your fast-paced corporate culture.

In addition to my customer relations, communications, and technical skills, I bring the following experience:

* Proficient in Microsoft Office Suite, Word, Excel, Outlook, and PowerPoint
* Proficient in Quickbooks and Quicken
* Able to multi-task in a fast paced environment, handle multiple phone lines while maintaining customer flow
* Team player, providing superior customer service and administrative support
* Maximize office efficiency through maintaining and implementing best practices in invoicing, vendor relations, and workflow management

Thank you for your consideration as a valuable addition to your team. I look forward to meeting with you to discuss how I can bring my positive energy to your administrative staff and help your company continue to grow and succeed. I’ll follow up with you next week to check on the status of my application.

Sincerely,

Christina Black (signature hard copy letter)

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