

Cover Letter Example 2

January 13, 2008

Mr. John Manager
Human Resource Department
XYZ Company
1234 Orchard Lane
Flint, MI 48503

Dear Mr. Manager:

Please accept this letter and the enclosed resume as formal application for the Administrative Assistant position at XYZ Company. I learned about this position through the Student Employment Center at Mott Community College.

My experience as an Administrative Assistant includes a position with General Motors through Kelly Services. Through this position, I learned to apply the skills acquired in my Microsoft and business courses to “real world” applications. I have also worked in the Counseling office at Mott Community College as a Clerical Aide while attending college. These experiences have helped me gain knowledge and improve my human relations skills.

In addition to my experience, I have an Associate in Applied Science Degree with a major in Business Management. The skills listed above and the qualifications listed on my resume, make me an ideal candidate for the Administrative Assistant position.

I am very interested in speaking with you personally to discuss this opportunity. You may reach me at (810) 234-1212. Thank you for your consideration and I look forward to speaking to you soon.

Sincerely,

Jane Student
enclosure