June 1, 2014

Morgan Downy

Morrison Industries

5858 Gateway Blvd.

Tracy, CA 95377

Ms. Downy,

I am writing to you in regards to your open position for an Executive Assistant. Your company is considered to be an industry leader in the production of new and used forklifts, as well as, forklift parts and repair. I would welcome the opportunity to be part of a company of that caliber. I understand the unique challenges of a leadership team, and have the skills and abilities to assist the leaders with staying organized and focused on key objectives.

I am exceptionally skilled with Microsoft Word, Excel and PowerPoint. I have used multiple email programs extensively and have worked with Outlook for scheduling and task management. I am a quick learner, and enjoy a challenge and am very focused on tasks, goals and objectives. I am a team player who understands the balance of budget and time management.

I worked for ten years with Ableman Industrial Equipment before they closed, and had risen from receptionist to Executive Assistant to the Chief Financial Officer.

I have included a copy of my resume in Microsoft Word format, and would like to meet with you to discuss my experience and skills and how they may fit your current needs. Please contact me to schedule a meeting at your convenience.

Thank you for your time and consideration, I look forward to meeting with you.

Sincerely,

Jane Doe

1234 Main Street

Stockton, CA 95222

209-555-1212