

Jodie Keller

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June 27, 2011

Company Name
Address
City, State Zip Code

Dear Search Director or name of individual:

I was pleased to see your advertisement for Administrative Assistant posted on Careerbuilder.com on June 26 because it appears to be a very close match with my skills and experience. For your convenience, I have included a point-by-point comparison of your stated requirements with my qualifications.

Your Requirements	My Qualifications
2 – 3 years experience in an Administrative role	Over 7 years experience supporting multiple levels in organization
Proficient with Microsoft Office – Word, Excel, PowerPoint, and Outlook	High level of proficiency in Microsoft Office as well as Visio, and Access
Excellent communication skills – both written and oral	Prepared countless documents for department staff including proofreading and editing; first point of contact for clients
Arranges meetings, travel and/or events	Organized bi-monthly and quarterly staff meetings; coordinated annual client events, provided just-in-time support for necessary travel including coordinating arrival times for travelers coming in from multiple locations

There are other areas of accomplishment in my background that should be of interest to you. My salary expectations for this position are in the range of \$00,000.00 - \$00,000.00 per year. I look forward to a personal meeting once you've had a chance to review my credentials. However, if I do not hear from you within the next week, I will call you to follow up.

Sincerely,

Jodie M. Keller

Enclosure (resume)