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|  | Dear Sir/Madam:  RE: Administrative Assistant (depending on the job offer), Department of xxxxxxxxxxxxx  I am writing to your advertisement of the above noted position in the xxx COMPANY, Friday, January 10, 2015. At this time in my career, I am looking for new challenges and an opportunity to use my professional skills in your department.  With reference to the qualifications described in the advertisement, you will  see from the enclosed resume that I have:  • x years of experience in xxxxxxx department, with increasing levels of responsibility.  • Computer training and experience using Microsoft Word.  • Extensive experience in taking the initiative to develop the job with  little supervision.  • xxxxx  • xxxxx  In addition to my extensive work experience, I have strong communication and organizational skills, a commitment to providing excellent customer service, excellent administrative skills (depending on the profile of the applicant) and I am able to work independently and within a team environment. I have been recognized in my volunteer work for my abilities to organize events and take responsibility for fund raising activities. My broad background and experience makes me an excellent candidate for this position.  I look forward to an opportunity to further discuss my qualifications for this  position with you. Sincerely,  The candidate |
| **Opening:** Why do you want this job? |
| **Body:** Describe your experience relevant to the essential qualifications of the position. Emphasize your education, experience, skills and personal qualities in relation to the job.  Discuss why you would be well suited to this position. |
| **Closing:** Although the cover letter  is not required, it can bring attention to specific important information not found in the resume. |
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