

Resumagic.com: Cover Letter in Response to a Classified Ad

Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane_smith@email.com

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Ms. Nancy Little
Office Manager
Acme Company
123 Elm Street
Anytown, ST 12345

Dear Ms. Little:

I would like to apply for the Administrative Assistant position that is currently being advertised at your website, as I am very interested in pursuing ground floor opportunities with companies like yours that offer advancement for those who are willing to work hard.

My previous work experience has prepared me well for this position as I am very competent at performing routine clerical duties such as typing, filing, and answering telephones and have extensive experience dealing with and assisting the public and corporate clients. I have matched my qualifications to those requested in your advertisement:

Ability to multi-task -- More than one supervisor has told me that he appreciates the fact that I am a quick learner and excellent worker. Every position I have held required me to work in a fast-paced, hectic environment so I am capable of handling multiple tasks at once. I know how to prioritize job assignments, work independently and resolve problems on my own. I am very organized and detail-oriented and can find effective solutions to get the job done. For example, while working for Acme, I created and maintained a database of media outlets to help the company serve clients better. For the University of Anytown, I created a database that school administrators could use to locate international students and increase enrollment.

Excellent communication skills -- As mentioned before, I have extensive experience dealing with the public. In my current position, I am in charge of maintaining a good relationship with about 1600 publishers. This requires interaction with corporate executives and publishers on a daily basis, often assisting them resolve problems and conflicts regarding their advertising placement. In a previous position, I was required to research and write press releases and help plan charity and celebrity events. I interacted daily with celebrities, their agents, and others in the entertainment industry, which required a great deal of finesse.

Technically proficient -- I am proficient in Word, Excel, Windows 2000 and other computer applications listed on my résumé. I also have experience operating multi-line phones, fax and copier machines, and scanners.

Bachelor's degree -- I hold two liberal arts degrees from the University of Anytown

My résumé is enclosed for your consideration. I would welcome the opportunity to discuss in more detail how my background can be of benefit to your company. Please call me at the number above to schedule an interview. Thank you for your time and I hope to be hearing from you soon.

Sincerely,

JANE SMITH

Jane Smith

enclosure