

# Elizabeth Brown

Main Street, Any town.

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Hiring Manager  
ZXY Company  
Any Street, Any town, Any Country

Dear Hiring Manager

I am writing to apply for the Administrative Secretary with ZXY Company. It is with both interest and enthusiasm I hold an Associate's degree in Business Management and have professional administrative assistance experience in various settings. I believe that my experience and skills combine to create an excellent match for the position.

I am highly organized efficient and a great multi-tasker. I thrive in a fast-paced environment and am deadline driven. I am also proficient in a number of computer programs including Word Excel PowerPoint and Adobe Suite.

I have 3 years' experience working as a secretary for the Advertising Director of ABC Company. I am accustomed to taking customer phone calls and handling as many of their requests as possible. While at ABC I learned how to discern between calls that did not need to involve the advertising director and those that needed to be brought to her attention. I was responsible for generating sales reports for all members of the advertising team and preparing graphics and charts for monthly meetings of the entire advertising staff.

I am very interested in an opportunity and would enjoy meeting you to discuss possible positions. Thank you for your precious time and consideration and looking forward to hearing from you.

Sincerely,

Elizabeth Brown