April 13, 2016

Ms. Ella Jackson  
Human Resources Manager  
1234 Modern Street Drive  
Trenton, NJ 08601

**Click** [**HERE**](https://edu.gcfglobal.org/en/word2016/line-and-paragraph-spacing/1/) **for the tutorial**

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company’s next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I’ll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,   
  
Adrienne Patel

ADDRESS 415 Bishop Street #303 CELL 312.555.6840

Chicago, IL 60608 EMAIL addie.patel@gmail.com

ADRIENNE PATEL

Administrative Professional

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SKILLS

Windows & Mac

Microsoft Office

Apple iWork

SharePoint

Salesforce

QuickBooks

Lotus Notes

Adobe InDesign

Adobe Photoshop

EXPERIENCE

Executive Assistant II CHICAGO, IL

*Rev Development Group, June 2007 – Present*

Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over $3,000 annually by implementing new travel and per diem system.

Office Manager SPRINGFIELD, IL

*Carter Taylor Investments, October 2001 – June 2007*

Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors’ schedules.

Administrative Assistant SPRINGFIELD, IL

*Icon Office Solutions, May 1997 – October 2001*

Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of $350,000+.

TRAINING & EDUCATION

Microsoft Office Specialist MICROSOFT OFFICE 2010

Microsoft Certification 2008

Bachelor of Arts BUSINESS ADMINISTRATION

University of Illinois at Springfield 1997 – 2001

Associate’s Degree OFFICE ADMINISTRATION

Lincoln Land Community College 1995 – 1997