To

Mrs. Melanie Giannopoulos

Head, Administrative Department

Garret & Gar Services Pvt Ltd

Chicago, USA.

16th August 2014

Subject: Cover for the administrative assistant job position.

Dear Mrs. Melanie Giannopoulos

My name is Rita Barack and I am writing this letter in reference to the vacancy at the job position of the administrative assistant at the Garret & Gar Services Pvt Ltd. As a part of my application I have enclosed with this letter all the relevant documents.

In addition to the educational qualifications and experience I possess in the administrative business, I would like to inform you that I am a dedicated individual who will be honoured to be a part of this organisation. Working as an administrative assistant I will give my 100% and fulfil all job duties and responsibilities that come with the stated position. I am well versed with all the computer programs/ software and I also possess the knowledge of all internet related services required to perform at this administrative position.

I urge you to kindly process my application and keep me updated about the appointment status for the administrative assistant job position.

Thanking you

Ms. Rita Barack