

## Sara Wilson

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June 22, 2017

Ms. Anna Doe  
Human Resources Manager  
Star Shipping Corporation  
88 Albert Avenue  
Los Angeles, CA 93147

### Re: Administrative Assistant Position (Ref # 3221)

Dear Ms. Doe:

*Clerical expertise, problem solving and great attention to detail.* These are few of many attributes that I have developed through my work in different administrative capacities for over 7 years. Utilizing these talents and a successful track record, I would be able to make contributions to the success of your team in the role of Administrative Assistant.

I am the best fit for this position because of my following qualifications:

- Documented success in typing and distributing correspondence, maintaining office files, taking minutes of meetings, managing repair and maintenance tasks, and making travel arrangements.
- Demonstrated ability to maintain records and files in a confidential and timely manner.
- Effective skills in greeting and helping visitors, responding to phones and directing calls appropriately.

I am known to resolve complex problems and disputes. My exceptional communication skills and calm nature enables me to handle difficult situations and irate clients effectively. The attached resume provides more information on my skills, experiences and accomplishments.

An interview to further explore your needs and my talents would be of great mutual interest. To follow-up and possibly arrange a meeting date and time, I will call your office after 5 days. In the interim, you can contact me on the number given below.

Thank you for your time and consideration. I look forward to hearing from you.

Sincere regards,

Sara Wilson

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