From:  
John Doe  
6216 Aenean Avenue  
Seattle Utah 81202  
(888) 106-8550

Date: 28-10-2023

To:  
Mike Mead  
361-7936 Feugiat St.  
Williston Nevada 58521

Subject: Personal Assistant

Dear Mr. Mead,

I am writing to express my interest in the position of Personal Assistant advertised in the local newspaper. With my excellent computer and language skills, as well as a relevant degree, I believe I would be a valuable addition to your team.

In terms of work experience, I have worked as an administrative assistant for two years, where I honed my organizational and time-management skills. I am confident that my experience and qualifications make me a strong candidate for the position.

I look forward to hearing from you soon to discuss my application further. Thank you for your time and consideration.

Yours Sincerely,

John Doe