

WEN HWA CHOU

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May 14, 2020

NSW Health

RE: Administrative Support Assistant, 14 May 2020

Dear Sir/Madam,

I read with interest your posting for Administrative Support Assistant on the Indeed. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

As my resume indicates, I possess more than 7 years of progressive experience in the administrative field. My professional history includes positions such as Contract Administrator at BMC Software as well as Research Analyst at American Express.

Most recently, my responsibilities as Administrative Support at Meat and Livestock Australia match the qualifications you are seeking. As the Administrative Support, my responsibilities included providing support/collaborating with the marketing manager, internal teams, clients and partners on marketing strategy, create/draft marketing materials

(documents) such as trade show directory. I assisted in the successful completion of [project which is similar to one that job posting stated you will work on]. My supervisor also relied on my ability to [skills such as proofreading and excellent communications skills].

I have attached my resume for your review and I look forward to speaking with you further regarding your available position.

Sincerely,

Wen Hwa Chou