Cover Letter

Dear Sir or Madam

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability and experience allow me to deliver successful results for any company in a range of administrative positions

Please allow me to highlight my key skills:

* able to effectively manage my time through careful planning and organization of work activities
* an aptitude for identifying and resolving problems efficiently
* excellent communication skills that result in positive interpersonal relationships
* a track record of meeting deadlines and producing accurate work of a high standard
* proven ability to make sound decisions based on valid information
* the capacity to learn and and apply new information quickly and accurately
* strong computer skills with proficiency in MS Office

I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability and I look forward to hearing from you in the near future.

The enclosed resume expands on my qualifications and experience.

Thank you for your time and consideration.

Sincerely,

Janet Smith