Mrs. Joy Saladino

Falcon Inc.

3505 West Locust Street

Davenport FL, 33115

Dear Mrs. Saladino:

I am interested in the Administrative Assistant position that was advertised on qchelpwanted.com. I feel I am very qualified for this position, and would like to opportunity to meet with you to discuss the job qualifications in detail.

I have a varied plethora of qualifications, including: Advanced math and computer science skills, social skills, and organization. I can work a varied amount of hours, and can be ready to come in at a moment’s notice.

I look forward to meeting you and finding out more about Falcon Inc. I am available for an interview any time after 3:00. You can reach me at 563-386-5500 or email me at [lastname@gmail.com](mailto:lastname@gmail.com).

Sincerely

Kenna Beamer

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