Brittany Hicks

8364 Oberlin Rd.

Elyria, Ohio 44035

August 13, 2015

Lorain Coumty Community College

1005 North Abbe Road

Elyria, OH 44035

Dear Ms. Turner,

I was excited to see your opening for a staff assistant and would love to be considered for the opportunity. I believe my previous work experience and recent education make me perfect fit for this position.

According to the job posting, the position requires office administration and reception experience. With my background in payroll and customer service as well as a high level of professionalism, I believe I have the experience and knowledge you seek.

Along with my work history, here are a few more qualifications I have to offer the college:

* Associate of Arts Degree from Lorain County Community College
* Currently pursuing Bachelors of Business Administration degree through The University of Toledo partnership, concentrating in information systems,
* Extensive experience in effective and accurate data entry utilizing Peachtree software as well as Microsoft Office Word, Excel, PowerPoint, Access, Outlook, and Publisher.
* Experience utilizing various payroll and recruiting database systems.
* The ability to effectively follow existing procedures, as well as implement new ones.

I would like to discuss my qualifications and skills with you and answer any questions you have about my enclosed resume. I can be reached by phone any time at (440) 225-2432, either during or after regular business hours. Another convenient way to reach me is by e-mail: bhicks8364@gmail.com.

Thank you for your time and consideration in reviewing my application. I look forward to hearing from you.

Sincerely,  
Brittany Hicks