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To whom it may concern,

I would like to express my interest in the Executive Administrative Assistant position - 5596US at Henkel, which I came across on the Indeed job board. In my efforts to earn employment with your company, I am writing this letter to highlight my skills and qualifications. In reading my resume, I believe you will find my credentials and attributes make me a very suitable candidate for employment. I am looking for a position which utilizes my ample range of experiences and employments to strengthen and advance the growth of the company.

My educational background from Central Connecticut State University, in studies of Geography and Latin America, combined with my studies at the Universidade do Estado de Santa Catarina and living experience in Brazil, has been excellent preparation for a career within your company.

Enclosed is a copy of my resume that details my academic qualifications and practical experience gained through my education and the extensive time spent in South America. I am a motivated, self-starting, and goal-oriented person with proven abilities in helping uncomplicated the lives of executives and senior management. Likewise, I am highly competent in the overall management of a professional office. I am a creative problem-solver with a talent to steam line processes, improve morale, resolve conflict and exceed realistic goals. Most importantly, I always bring personal integrity, honesty and strong work ethics in my profession. Several of the strengths that I will bring to your team are commitment to deadlines working in a high stress environment while exercising flexibility, ability to multi-task, work independently and with a team, and excellent public relations and interpersonal skills, which will help me with communication proficiency within the company. I am also an experienced traveler with no travel or relocation restrictions.

I am seeking a challenging environment, which will allow me to utilize my strengths to achieve the goals of the company. I welcome the opportunity to discuss how my education, practical skills, and background will enable me to make meaningful contributions. I am available for an interview at your earliest convenience. I look forward to hearing from you soon. Thank you for your time and consideration.

Respectfully submitted,

Kelly A. Fernandes

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