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{{todays\_date}}

Dear {{hiring\_manager}},

I am a hard-working and determined professional seeking an opportunity to succeed at {{org\_name}}. In my current position with Worldwide Information Tech, I led a team to consistently meet project goals a few days ahead of schedule, and we exceeded our production quota by 7%. I am confident that my knowledge, ability and experience will allow me to deliver successful results for any company in a range of administrative positions.

Here are highlights of my key skills:

• Effectively manage my time through careful planning and organization of work activities

• Possess an aptitude for identifying and resolving problems efficiently

• Excellent communication skills that result in positive interpersonal relationships

• Consistently meet deadlines and produce detailed, complete work at a high standard

• Repeatedly prove my ability to make sound decisions based on valid information

• In my capacity as a leader, I learn to apply new information quickly and accurately

• Strong computer skills and proficiency in MS Office

I am certain that I can be an asset in any position requiring hard work, enthusiasm and reliability. Can we schedule a meeting to discuss how I can benefit {{org\_name}}? I look forward to hearing from you shortly. The enclosed resume lists all of my relevant experience and qualifications.

Thank you for your time and consideration.

Sincerely,

Ebony Moore