



THAO LE

SENIOR ADMIN CUM
HR EXECUTIVE

CONTACT

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EMAIL:
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[Recipient Name]
[Title]
[Company]
[Recipient Street Address]
[Recipient City, ST Zip]

Dear [Recipient Name],

Are you looking for a vacancy of [Senior Admin / HR Executive] with:

- More than 10 years of hands-on experience in *Office Administration and HR Exexution?*
- Knowledge of the latest technology in Civil Construction & IT development?
- [Excellent written and oral communication skills?]
- [A passion to learn and to increase his skills?]

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

LE THAO

Enclosure