

Rami Shoula

Senior Software Engineer

Dear Ms. Woods,

Since my childhood, I have experienced a deep pleasure in keeping every plate spinning.

When a Spike employee requests administrative assistance, they need to know that you will not only complete what they ask, but also do it to the very highest standard. This requires practiced organizational skills, mental agility and a singular focus on tasks. In my five years of admin experience, I have never missed a deadline and always received the best appraisals for quality of work. Admin assistants need to get things done and do them well.

You expect your administrative assistants to be familiar with the latest technology, utilize the most cutting-edge communication methods and organize their time so that they can be of the most use to the most people. My weekly productivity blog has 5,500 subscribers, so the latest thinking and practice is not foreign to me.

Five years of administration experience make me the perfect candidate:

- Exclusive experience in consumer fashion. I know the demands of the industry.
- Work ethic – complete 80-100 individual tasks a day – I just love ticking them off.
- Ambitions to grow. Am about to complete a distance learning business degree.

Busy days put a smile on my face. When tasks are coming at me thick and fast, I don't let anything drop off the table unless I know that I have done my best. In my role as an administrative assistant, adopting a service-first attitude with all those I work with helps me to make their working days more successful by filling in the gaps.

If I have the skills to do a great job, there is no task that I would not take on. If I don't possess the skills, I will learn them or ask someone else to help me.

If it sounds like I might be able to make a difference to your Spike family, I would be grateful if you would consider my application. I hope to be a value-added and reliable addition to your administrative team.

Sincerely,

Daniel Murray

To

Spike
Ms Woods

From

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