

Geri Smith
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Dear Mr. Johnson,

I am writing to respond to your advertisement for an office assistant. I have four years of similar experience and work very well with others. I have a high school diploma and a good understanding of all normal office software applications, including MS Office Suite, Microsoft Excel, Microsoft Word and Windows 7 and 8 operating systems.

Currently, my duties include multiple office tasks to include filing all documents, writing short business letters, taking office supply inventories and placing orders. I help the receptionist with answering phones when we're really busy, and I respond very well to direction when asked to do something by my supervisors.

I am very organized and have terrific time management skills, getting tasks done quickly and in a timely manner. I help out wherever I'm needed and am willing to work overtime when I'm needed. I am always on time to work and have never been late.

Your office would be correct in choosing me as your new office assistant, as I will be dedicated and helpful to see that all tasks get accomplished. I have enclosed my resume and hope you will schedule an interview to meet soon. I can be reached via phone or email.

Sincerely,

Geri Smith