

ALBERTA WORK SEARCH ONLINE



A resume would be attached to the following email

From: Rita Low <skilledadmin@mail.ca> Sent: Jan 10, 2007
To: recruit@bissellbrownbest.ca
Cc:
Subject: Comp. #222-222 Skilled Admin Assistant

Dear Mr. Sharma:

I have long been impressed with your company, so when I recently visited your website, I was delighted to find an opening that might have been made for me.

As my attached resume shows, I exceed your requirements for the position of administrative assistant. With more than five years of progressively responsible experience with a major law firm, I am able to handle a high volume of diversified office responsibilities with a minimum of supervision. I believe I can contribute significantly to your law practice through my efficient, cost-saving and service-oriented approach. I have always enjoyed excellent working relationships at work, as my in-house contributions and awards will attest.

I look forward to meeting you in an interview.

Sincerely,

Rita Low

 alis.alberta.ca/worksearch

Alberta