

Job Advertisement:

Administrative Assistant required for ABC Gourmet Foods.

Must have 2-3 years experience as an Admin. Assistant.

MS Word, Excel and Powerpoint, experience planning meetings and making travel arrangements.

Fax resume 416.222.1234 to Sam Anderson.

Deadline Jan 11.

Sample Cover Letter:

Harriet Robinson
197 Windshore Ave.
Toronto, Ontario
M4M 2H5

January 12, 2002

Mr. Sam Anderson,
Operations Manger
ABC Gourmet Foods
199 Bay Street
Toronto, Ontario
M4B 2H1
Fax #: 416.222.1234

Dear Mr. Anderson,

I am writing to apply for the Administrative Assistant position as advertised in the Toronto Star. One of my hobbies is cooking and I would be delighted to work towards the success of ABC Gourmet Foods new Toronto Office. *(Be sure to demonstrate your interest and knowledge of the company.)*

In my last position as an Administrative Assistant for XYZ Company I used MS Word and Excel on a daily basis. I have just recently completed training in Powerpoint and have used it in my volunteer work at the North Toronto Community Centre. Over the past 4 years as an Administrative Assistant I have acquired extensive experience making travel arrangements and coordinating meetings. *(Summarize how your qualifications match the job requirements.)*

In addition to my administrative skills I am very organized and I have excellent communication skills. I am confident that I would make an excellent addition to you team.

Thank you for taking the time to review my resume. I look forward to meeting with you in person to discuss my qualifications.

Sincerely,

Harriet Robinson