15th July 2009

Ms. Rebecca Mayfair

Human Resource Manager,

Vibrant International Dataworks

Fairfield CT 06801

Dear Ms. Mayfair,

I would like to submit my candidature for the post of Administrative Assistant in your respected organization, which I am told is vacant at present. I am a graduate and have completed my Diploma in Secretarial Studies and have been working in this field for the past 12 years.

I have been working in the capacity of Administrative Assistant at Ryan Mackenzie Group for the past four years and have been stated to be the best in the field. Not only do I excel in basic secretarial skills but my experience has made me a true professional in Microsoft Office. In addition, I am very familiar and comfortable with the other database software used by your company. Apart from this, I am very diligent in my work and do not succumb to pressures easily, in fact thrive on them.

Please feel free to contact me for further discussion on (203) 868-0540 at your convenience.

Thanking you for your time and consideration. Looking forward to hearing from you.

Yours sincerely,

Rita George

Rita George

Encl. CV