7th July 2009

Jack Smith

HR Manager for Recruitment

Dominic Chemicals, Inc.

Durham, NC 34921

Dear Mr. Smith,

I am interested to apply for the position of Administrative Assistant for your company. I saw it posted in your company website. I already have three years experience of Executive Assistant to the CEO of White Furniture Manufacturing Company. I would like to express my genuine interest to work for your company. I have enclosed a copy of my curriculum vitae for your consideration regarding the Administrative Assistant Position.

During my tenure from my previous work, I proved that I can meet the demands and pressure to work hand-in-hand with the CEO of the company. On top of my secretarial skills, I have also headed the event planning committee of the company. I am also willing to work for extended hours and even during weekends, if needed. My salary expectation is not less than $60.

I am hoping to get a call for the arrangement of an interview. You can call me on my cell phone (515) 555- 6293 any time or you can email me at [kath.eden@hotmail.com](mailto:kath.eden@hotmail.com). Thank you for your time and consideration.

Sincerely,

(Signature)

Kath Eden

Enclosure Resume