If you are a fresh graduate of any offices assistant or any related course who is looking for a job, here is an example of a good cover letter that might help to your application. Remember that in applying for a job, your first task is to make a nice first impression. Cover letters make it happen, so work hard on your cover letter before applying for any job.

1st August 2009

Benjamin Franks

Human Resource Department

AOL Group of Companies

111 Technology Road

San Diego, CA 90249

Dear Mr. Franks:

Please consider my application as for the Office Assistant position in your company.

I am a fresh graduate of Bachelor of Office Management at the University of Chicago last summer and I am currently looking for work. I am not an ordinary fresh graduate because I already had some work experiences prior to my graduation. As a student, I also worked as a part-time office assistant in the administrative office in the College of Administration in the University of Chicago. I also held an executive position in one of the organizations I belonged when I was in college.

I am a team player in the office, and I an flexible for any task assigned to me. I am confident that I can handle the job of the office assistant you are looking for.

Please contact me for any additional information that you would want to know.

Sincerely,

Santino Shucks