7th of July 2009

Jack Smith

HR Manager for Recruitment

Dominic Chemicals, Inc.

Durham, NC 34921

Dear Mr. Smith,

I am a skilled Administrative Assistant with a strong background in computer secretarial and business management strategies for a chemical company. I have 3 years of broad practical training in almost all professional and administrative positions. I would like to express my interest in being a part of your company. I have good customer support capabilities and I can offer versatility for the job.

Priority management and multi-tasking are skills I have mastered. I enjoy a fast-paced environment. If you are in need of someone who looks forward to challenges, I believe I can be a valuable asset not only for your front desk but for your company.

Enclosed with this letter is a copy of my resume for your perusal. Detailed descriptions of my previous tenures from my old companies are available. I am highly competent to be your Administrative Assistant.

I am looking forward to hear from you regarding the schedule of a personal interview. Feel free to contact me any time with the contact details indicated above. Thank you for your kind time and consideration.

Sincerely,

(Signature)

Kath Eden

Enclosure Resume.