

Amy Hawes

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June 1, 2014

Michael Kipling
Revolving Towers
17894 Dundas St W
Toronto, ON M4T3D8

Dear Mr. Kipling;

I am excited to apply for the entry level Administrative Assistant position advertised in the Toronto Sun. As a recent graduated from the Business Administration program at Loyalist College I feel I am an excellent candidate as my knowledge and hands on experience are a perfect match to the job requirements.

Throughout my college experience I gained valuable hands on training on a number of projects including my AEAP project. On my AEAP project I designed and implemented a training manual for the local hospital. During this project I organized, scheduled, and documented multiple meetings with my team members, faculty advisor and the liaison at the hospital. I was also a member of the F.A.R.M. team for Enactus Loyalist College, where I acted as the Administrative Assistant to the project manager. In this role, I created and composed all correspondence, memos, minutes, presentation material and reports for competition in a professional manner. I have exceptional communication skills with my superiors and team members. I am adaptable to many situations, able to multitask while prioritizing assignments and am proficient with Microsoft Office Suite.

I would like to thank you for reviewing my cover letter and résumé. I look forward to hearing from you to schedule a meeting to demonstrate my capabilities. I can be reached by phone at 613-392-5644 or by email amyhawes@yahoo.ca.

Sincerely,

Amy Hawes