

# SANDY JONES

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613.476.1234

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June 25, 2009

Joe Smith  
ABC Company  
555 Bell Boulevard  
Belleville, Ontario  
K8N 4G3

Dear Mr. Smith:

I am confident my qualifications and work history have provided me the skills required to be successful in the role of an **Administrative Assistant** with ABC Company.

Throughout my career as an administrative professional, I have maintained the highest standard of performance within a varied range of administrative duties, accounting duties, and customer service care. Highlights of my skills include:

- Extremely organized, able to analyze information and prioritize large workloads
- Noted for initiative and eagerness to take on new challenges in the workplace
- Strong background in Accounts Receivables and the creation of financial reports
- Primary liaison point in the company for the public, co-workers, clients and other agencies, providing exceptional customer service
- Implemented procedures and strategies to improve the efficiency of office practices

I am confident that with these skills and qualifications I would be an asset to your team. I welcome any opportunity to further discuss my qualifications. I can be reached at 613.476.1234 at your convenience to schedule an interview.

Thank you for your consideration.

Sincerely,

Sandy Jones