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Dark Smith
Human Resources Manager
Veggies to Go
233 Main Street
Portland, Maine 04101

Dear Mr. Smith,

I am feeling glad to know that when my former co-worker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. It is a very vibrant opportunity. A long-time Veggies to Go customer and an experienced admin, I would love to accompany you and helped you in achieving the goals its mission of making healthy produce as available as takeout.

I've worked a lot for small companies for my entire career, and am too passionate about it and I relish the opportunity to wear many hats and work with the team to succeed more and more. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on cancelled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I've enclosed my resume for your further consideration and hope to speak with you soon about your needs for the role and expecting a feedback from your side soon.

Best Regards,

Aliza beth Johnson

Signature

