

Veronica Gates

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Date:

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

I am a professional individual seeking an Administrative Support position in a company where my skills and experience will be utilized as a productive employee through open communication and a positive attitude.

Attached is my resume detailing my extensive experience and knowledge in the administrative support, human resource, and customer service field, and what I can contribute to your company. In addition to over 10 years administrative support and management experience, I am skilled in recruitment and on-boarding of new employees as well as possess a high proficiency in a variety of word processing programs. In addition to having over 10 years comprehensive experience providing the public with detailed information and services regarding federally subsidized job placement and career enhancement programs available within their community, I am multifaceted and I work effectively with executives, co-workers and the public.

What my resume does not reveal is my professional demeanor and appearance. If the opportunity is made available for me to secure the position with your company, you will discover a reliable, detail-oriented employee who believes in teamwork. I am motivated, enthusiastic, and I work well under minimum to no supervision. I have great conflict resolution skills and I am not intimidated by busy environments. I would appreciate the opportunity to contribute to your company's continual success.

I look forward to hearing from you to further discuss your organization, my skills and experience.

Your consideration is appreciated.

Veronica Gates

