Joanne Kelley

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**Today’s date**

Ms. Michele Obrien, Office of Managing Director

ABC Company

Address, City, State, zip

**Re: Office Administrator, Advertised in Crazy Computer Chat Journal**

Dear Ms. Obrien,

When I saw your ad for an office administrator in this week’s Crazy Computer Chat, I thought, this ad really described me: organized, experienced, industrious, learns fast, and dedicated.

In my attached resume, you’ll find more details about positions I’ve held.

In my 13 years of work, I’ve smoothly and efficiently managed an active office, while ensuring that all employees felt like valued members of the team, engaging their cooperation.

My duties included:

* Arranging meetings.
* Supervising staff.
* Providing orientation to new employees and training them.
* Maintaining the office budget.

I have expertise in Word, Excel, Power Point, and various databases – I enjoy learning new versions of office software.
I can prioritize work assignments and stay calm and focused during busy seasons.

I’m looking forward to taking on new challenges and would be pleased to hear from you regarding a meeting to hear more about the position.

Please contact me at your convenience.

Thank you.

**Joanne Kelley**

**Enclosure: Resume**