**Debra Kelly**

[Street Address], New York, NY 55900

Home: (555) 555-5555 email: [Email Address] Cell: (444) 444-4444

**Today’s date**

Mr. Jay Boots

ABC Company

Address, City, State, zip

**Re: Job Application - Office Assistant**

Dear Mr. Boots,

In reference to the posting on jobsinyourcity.com, I’m applying for the position of office assistant.

I have been working in the capacity of office assistant for eight years and am familiar with Word, Excel, PowerPoint, and Gemini. I type 100 words per minute and am a quick learner.   
My flexibility and willingness to pitch in with chores that are not strictly within my job description have contributed to my winning the Office Employee of the Year Award for the past seven years straight.

Aside from the standard receptionist-type of work that I do (answering phones, directing visitors, ensuring that the reception area is neat and welcoming).

I also have experience:

* Recording minutes of meetings.
* Writing official letters (such as, Thank-You letters).
* Filing and documenting.
* Systemizing mailing campaigns.
* Maintaining records of daily bank transactions.

When our office organized events, I was responsible for delegating each one’s assignment and coordinating the entire schedule. I efficiently perform errands and have experience with all office machinery. Please see my resume for further details.

I would be happy to meet you at your convenience.

Please let me know when it would be an opportune time to come.

Thank you.

Sincerely,

**Debra Kelly**