

Olive Reed

1122 Ryall Road, Duncan, BC
 V9L 1M8
 (250) 555-0000 olivereed@home.com

Contact Information:

Your name, address, phone number and e-mail address

May 2, 2018

Date and Company Information:

Today's date, company name and address and fax number if applying by fax. Look up the postal code if not provided

ABC Company
 555 Park Drive, Duncan, BC
 V9L 4B4

Regarding: The job title you are applying for and Job ID #, if requested

Re: Competition #335566, Administrative Assistant/Receptionist

Specific Person: Do not use, Mr. Mrs., Ms., unless stated on the application details. Be sure to use the correct spelling of the name. If no name is provided, use - Attention: Hiring Manager or Human Resources Department or leave this blank

Attention: Joanne Frank

I am very interested in the **Administrative Assistant/Receptionist** position that you advertised on the *Global Vocational Services website*, April 30, 2017. Bringing over 6 years experience as a Receptionist in a busy office, I would like to offer you my skills as a member of your team.

First Paragraph: Position applying for and where you viewed the Ad.

A brief summary of the skills and qualifications that I would bring to ABC Company includes:

- Advanced training and skills in MS Word and Excel
- Accurate typing speed of 70 words per minute
- Proficiency on Mac and PC computers, fax and photocopier
- Excellent customer service and reception skills

Second Paragraph: State skills and experience most relevant to the job you are applying for – Do not repeat your resume

Enthusiastic and professional, my positive attitude, great people skills and proven ability to work well under pressure, makes me an excellent Receptionist.

Third Paragraph: Discuss relevant uniqueness about yourself. Sell yourself!

As you will see from my enclosed resume, I am proficient with a variety of up-to-date software programs, have excellent time management skills and solid work references.

Thank you for reviewing my Resume. I would welcome the opportunity to meet with you to discuss how my skills, qualifications and experience will meet your needs as a Receptionist at ABC Company.

Sincerely,

Last Paragraph: Take the initiative and ask for an Interview or for contact

Olive Reed

Signature: Remember to sign your letter!