

JULIE SMITH

200 W 2nd Street Leesville, Texas 78640 ♦ (817) 715-0000 ♦ jules@yahoo.net

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Dear Hiring Manager:

I am a self motivated highly skilled administrative and technology professional seeking a position within the Central Texas public school system due to a family job transfer. I have over five years of experience in a Texas public education school and over 10 years experience as an administrative assistant with a Fortune 500 Company. I possess excellent organization and communication skills. I possess good people skills and I am very comfortable working with children and teenagers.

If your organization requires a high-energy individual with a no-excuses attitude and is up to any task, then I'm the person you're seeking. My qualifications and experience will enable me to fulfill your expectations.

I am conscientious in my personal and professional life. I take pride in myself, and my work, and derive considerable satisfaction from doing an assignment well. I cope well with high-stress situations and can manage a variety of projects simultaneously. I am seeking a responsible position that offers a challenge and opportunity.

I believe my background provides the skills you require for this position. I would welcome the opportunity for a personal interview to further discuss my qualifications. I look forward to hearing from you.

Sincerely,

Julie Smith

Enclosure