

MARY JONES

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Date

Dear Executive Recruiter:

I am in the process of seeking an Administrative Assistant position where I can use my skills in:

- **Secretarial support** – more than 20 years' experience providing secretarial assistance to six departments at Major University
- **Organization** – currently assisting 20 faculty and six adjunct professors teaching more than 1,000 students
- **Administration** – represent the Department of Education for policies and procedures issues. Trained 50 student administrative support staff
- **Scheduling** – schedule an average of 20 appointments a day for the past 15 years.

If you are working on a client assignment requiring a highly dependable and dedicated Administrative Assistant professional, I would welcome hearing from you.

Sincerely,

Mary Jones

Enclosure: resume