

LINDA CLIMBER

13202 – 66th Street • Anytown, AB T6Z 5K4

Phone: 555-555-5555 • Email: Linad@someinternetserver.net

October 3, 2008

Bob Gatter, Recruitment Management
Right Administration Office
7394-54th Street South
Anytown, AB T7F E3R

Dear Mr. Gatter:

Having achieved many goals in my career of public accounting and office management, I am interested in expanding my professional horizons by seeking new challenges in the area of **Office Administration/Support**.

While reviewing the enclosed résumé, you will find that in addition to a Bachelor of Business Studies Degree in Accounting, and have more than 15 years of hands-on office and accounting expertise. One of my greatest strengths is sustaining a highly productive and efficient workplace. I achieve this by streamlining operations, implementing professional development seminars, and establishing a good rapport with both clients and co-workers.

As a team member of your organization, I can provide:

- Efficiency, reliability, and accuracy; adeptly manage and coordinate daily activities and office workflow, ensuring timely completion of assignments.
- Maturity, honesty, and the ability to look at challenges as opportunities; effectively make sound judgments and decisions.
- Strong organizational and leadership talents; motivate and direct individuals to maximum performance levels.
- Outstanding communication abilities; interact successfully with diverse populations.

Mr. Gatter, my objective is to establish a time when we can meet to discuss how my experience, professionalism, and enthusiasm will add value to your operation. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Linda Clumber

Enclosure: Résumé

"Linda is a truly gifted individual with the talent to cultivate strong relationships with clients and colleagues. She is skilled at training and mentoring co-workers, and maintaining an efficient workplace."

- Susan Smith, Owner, ABC Office, Ltd. -