

# Latisha Atherton

example@myemail.com

(098) 765-4321

456 My Street, San Diego,  
CA 76543,

Kyron Baker  
Randstad US  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youreemail.com

[month, day, year]

Dear Mr. Baker,

Winning an Admin Award for administrative excellence in 2019 was my proudest professional achievement so far. My colleagues nominated me because of my driven work ethic and excellent teamwork skills. I hope to bring the same professionalism and passion to Randstad US.

I know that you are looking for a strong communicator with extensive ADP software experience. I believe that my outstanding written and verbal communication skills and 12 years of experience in payroll administration software makes me the perfect candidate. Some of my past achievements include:

- Successfully training three new administrator assistants who all went on to become valued full-time staff members
- Leading a team that provided outstanding support to management, contributing to a productivity increase of 25% in 2020
- Redesigning the calendar system to improve the appointment booking process and reduce meeting overlaps.

I would love to meet to discuss how my extensive experience and broad skillset can help Randstad meet its productivity goals in 2021. Please feel free to get in contact to arrange a suitable appointment.

Sincerely,

Latisha Atherton

P.S. I'd be happy to provide details about my written recognition for outstanding service to clients and colleagues last year.