

## Lily Spence

Administrative Assistant | lspence@email.com | (123) 456-7890 | 123 Home Street, San Francisco, CA 12345

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Chris Marsden  
Hiring Manager  
Albourne Partners  
(123) 654-1234  
cmarsden@apartners.com

Dear Mr. Marsden,

At the Lam Family College of Business, I was recognized as the top-performing student on the Business Administration degree course. I believe that my hardworking approach, attention to detail, and outstanding technical knowledge earned me this accolade. I hope that these skills will make me a valuable addition to the administrative team at Albourne Partners.

As a driven individual that enjoys working in a fast-paced environment, I am drawn to Albourne Partners' reputation for excellent customer satisfaction. My most significant achievements to date include:

- Achieved 95% positive feedback for verbal and written communication in my formal assessments
- Scored consistently highly for proficiency when using business software, including Microsoft Office Suite
- Praised six times for time management and multi-tasking ability while on placement

I am looking forward to discussing how my skills and experience can help further Albourne Partners' outstanding reputation for providing client-centered services. Please let me know of a convenient interview date when you have the chance.

Sincerely,

Lily Spence

P.S. I would love to tell you how I achieved an average score of 99% for Travel Management at LFCB.