

# Candice Suarez

Business Administration Graduate  
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(887) 766-5544

**April 23, 2021**

**MEGAN HENDRIX**

Senior Hiring Manager  
Moffatt & Nichol  
(432) 109-8765  
m.hendrix@youreemail.com

Dear Ms. Hendrix,

During my undergraduate study at the University of Alaska Fairbanks, I was named the top-performing student for my resource management project. My professors mentioned my outstanding strategic thinking and strong organizational skills as justification for this achievement. I am excited to demonstrate my abilities as an office administrator at Moffatt and Nichol.

As an ambitious new graduate, the chance to start my career at a fast-growing company like Moffatt and Nichol is compelling. I believe that my strong academic background in business administration and two years of experience as a part-time hotel receptionist have furnished me with the skills and knowledge necessary to excel. My recent achievements include:

- Answering guest queries warmly and professionally, achieving a 100% positive rating in 2020
- Receiving praise 5x during my practicum placement assessments for accuracy and efficiency
- Achieving full marks for my business computer applications coursework

I look forward to discussing how my abilities and qualities can help me provide outstanding administrative support to your organization. Please get in touch to schedule an interview.

Sincerely,

*(Insert Signature Here)*

**CANDICE SUAREZ**

P.S. I would love to tell you how I resolved a complex billing issue at my workplace last month.