

ANTHONY GENTILE

123 Convoy St,
San Diego, CA 12345
youremail@example.com
(123) 456-7890

Monday, August 15, 2022

Ms. Rachel Johnson
Hiring Manager
Creavey Manufacturing
(123) 456-7890
email@example.com

Dear Ms. Johnson:

In my current role as Office Assistant for XYZ Supply Corp., I've streamlined email communications with clients, helping raise our customer retention by 22%. I'd love to uphold that same level of service at Creavey Manufacturing.

I'm a self-directed clerical assistant with 5+ years of experience refining these core strengths and attributes:

- Adaptability – Quickly learn new business systems, scheduling programs, and automation software
- Organization – Maintain detailed, accurate records of customer correspondence and account updates
- Initiative – Offer ideas to continually improve operations and deliver high-quality work with minimal oversight
- Tech savvy – Apply advanced knowledge of Microsoft Excel, Outlook, and SharePoint

I look forward to telling you more about how I can assist Creavey Manufacturing, and I am available to talk at your convenience. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

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