

Attention Hiring Manager

Company Name

Company Address on Street, Unit 100
London, Ontario
A1B 2C3

Regarding: Administrative Assistant Position

Good afternoon,

Your posted position for Administrative Assistant attracted my attention immediately. Your company has a great reputation for finding a good match between employers and job seekers and I would love to apply for this position and have an opportunity to work with your company.

I attended St. Clair College for Office Administration General and graduated in 2007. I have since then added to my customer service and administration experience by working a variety of positions such as Stream Global Services, TD Canada Trust and Occu-Med Health services. In these positions I had many interactions with a variety of clients through telephone contact, adapting to each situation as it presented itself. I was able to assist clients and providers with their requests in a timely and friendly manner.

These positions also required that I enter and analyze data in the system while aiding the clients. I became very adapt to multi-tasking. I was also required to take detailed notes of every call at both TD Canada Trust and Stream Global Services. A keen memory and fast typing speed assisted in the note taking process as well as the ability to multi-task.

At Occu-Med Health Services I was responsible for accounts payable and receivable. I would often contact clients to arrange payments either through credit card or cheque. I would then input these payments into the Sage 50 accounting system. I was required to file and organize payables and receivables invoices and be sure they were correctly entered into the accounting system. I created the receivables invoices for a variety of jobs done. I would be required to adapt and customize each invoice with accuracy and efficiency.

I believe I would be a great candidate for this position and an exemplary addition to your team.

I look forward to hearing from you soon regarding this excellent opportunity.

Sincerely,

Corvinus (C.) Keefe
Email Address: corvin.keefe@gmail.com