**STEPHANIE P. WATSON**

300 Delivery Road, Apt. #9 Tel: (757) 100-2000  
Rose Garden, VA 23000 Email: spwatson@gmail.com **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mr. Robert Morgan**  
Hiring Manager  
FX Wiring Company  
12001 Broadband Drive  
Dixieland, VA 23001

**Dear Mr. Morgan,**

I am sending my attached resume in response to your job posting for the **Office Assistant** position. I have worked as an administrative assistant for 10 years providing office support that has changed into duties that now include office management responsibilities. Part of the experience obtained is my management has established an air of efficiency in the office while completing all tasks, projects and duties in a timely manner.

Currently, some of my job tasks consist of planning logistics for onsite and offsite meetings and events, setting up interviews for potential candidates, and purchasing and maintaining all office supplies and equipment. I am detail-oriented and highly organized, two skills that are much needed to run a busy office in a competent way. Kindly review my resume for an extensive list of all my duties.

My main achievements are I’ve developed unique verbal and written communication skills which enable me to converse with people in a comfortable and empathetic way. This, along with having intrinsic knowledge of the business procedures of the company and its technological functions and applications, has rendered me the title of the reliable and dependable “go to” person concerning all office essentials.

My key skills are proficiency with computer operations and applications, including the ability to quickly learn all new applications and programs that are used exclusively by a specific company. I’m also adept at researching on the Internet, using social media, constructing spreadsheets, briefs and memos, handling certain financial duties, and general emailing.

Mr. Morgan, having the knowledge and skills I possess, I believe I could be an enormous asset to your company. My ability to instantly connect and relate to employees would be welcomed as a seamless entry into your company.

Thank you for taking the time to read this letter and my enclosed resume. I hope to hear from you at your earliest convenience.

Sincerely,

Stephanie P. Watson  
Enclosure