**Gerald Lawson**

1020 Stewart Road // Brine, WI 55555 // Tel: (999) 123-4567 // Email: glawson@aol.com

**Ms. Lillian Grayson**  
Hiring Manager  
Mobile Banking Services, Inc.  
750 Hendrix Way, 2nd Floor  
Tylott, WI 55456

Dear Ms. Grayson,

Regarding the recently posted **Office Assistant** position at Mobile Banking Services, Inc. please find my resume attached. I’m especially interested in this position because the job description given in your posting suits me perfectly. I am loyal and trustworthy, I can handle the high-maintenance urgency of the banking industry, and I am flexible when it comes to working hours.

At my current job, I am able to handle payroll/timekeeping/attendance records, billing, and allocation/reallocation of finances. At the same time, I carry out general office duties such as new-hire setups, planning and coordinating meetings, and compiling reports and spreadsheets. I’ve been involved with a wide assortment of diverse duties and it’s now time to grow using the vast knowledge and experience I have acquired. In addition, I’ve been able to keep my focus on my responsibilities as the sometimes chaotic processes of the business mounted around me in a whirlwind of action!

A large part of growing a business depends heavily on relationships with people. Knowing this, I’ve always taken the time to engage myself in the interests of my co-workers to keep myself well informed of their needs. This approach has helped me to build productive relationships with both my co-workers and our customers. I am very organized so I am able to find the time to work directly with people when necessary and get my job done also.

My job skills consist of knowledge of MS Word, Excel and PowerPoint, taking dictation and transcribing, and preparing and submitting expense reports. Please review my resume for a comprehensive list of my skills.

Please notice that much of my experience involves the financial world which is why I believe I would fit in with Mobile Banking Services, Inc. At the same time, I’d have the opportunity to learn the new responsibilities that Mobile Banking would require.

Thank you in advance for your attention and I hope to hear from you at your earliest convenience.

Sincerely,

Gerald Lawson  
Enclosure