

## Donna's Cover Letter

[Note: The first paragraph (not shown here) is customized to reflect the company and the position being sought.]

I was the center of attention in two fast-moving small companies. My responsibilities included: scheduling deliveries, maintaining inventories, tracking vending-machine activities, record keeping, training staff, trouble shooting. I loved it!

To survive and thrive I needed to be flexible and to be able to handle many different tasks. I am well organized, with a calm and helpful manner. The key to coordinating services is strong listening skills, persistence and determination in seeing problems to resolution.

I have a passion for achieving results and providing service. I am interested in joining a team that will utilize my skills and provide me an opportunity to continue to grow as an administrative assistant.