

JACQUELINE DEMPSEY

422 Robin Hill Lane
Abington, MA 02351

Cell Phone: 788-555-0111
E-mail: Jacqueline78@aol.com

[Date]

Ms. Carol Manning
Human Resources Manager
Barrington-Tays, Inc.
433 Old Coach Road
Dartmouth, MA 02714

"Jacqueline was an inspiration to the staff, treating everyone who came into this office with respect. In fact, she treated everyone as if they were a war hero."

— Kerry White, CEO, Caruthers Corp. (now AHK Industries)

Dear Ms. Manning:

As an experienced **Executive/Administrative Assistant**, my overall objective has always been to make my boss's job easier, and I have successfully done that. I have been supporting senior-level management for more than 14 years and have acquired the skills necessary to ensure the highest level of competence.

I enjoy my current position as a Special Event Coordinator, but this job has taken me away from the executive support positions that I have held in the past and really liked. I miss the challenges and the multi-tasked responsibilities of a fast-paced and smooth-running office. My goal is to return to an office support position, and I am looking for an opportunity as an Executive or Administrative Assistant.

As you can see from the attached resume, my previous experience in executive support and event planning has given me the overall skills, competencies, and knowledge needed to perform well in a high-level position where you are often called upon to plan meetings and events, as well as run a smooth and efficient office. My office skills are excellent, and I have outstanding time-management and organizational abilities.

As a professional dedicated to service and excellence, I am a self-starter with excellent written and verbal communication skills and work well as a team leader and team player.

I would welcome the opportunity to meet and discuss how my strengths and abilities could benefit you. I'll call you Wednesday morning to see when we can meet. Thanks so much for reading.

Best regards,

Jacqueline Dempsey

Attach.