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To Whom it may concern.

I am writing to inquire about office positions available within your company. I am exceptionally good with deadlines and working both as a team and as an individual. I have a strong work ethic that shows itself in my pride for my work and a job well done. I believe that these abilities will fit in well with your fast organization.

While I have run an office in my previous employment I have started on the front end of customer service which included answering phones and helping walk-in customers with their needs based upon the job and enjoyed doing both very much.

I have strong data entry computer type skills due to my newspaper experience and have dealt with inventory, which also included the ordering and maintaining of office supplies. Within that data entry experience, I have also completed various forms of paperwork for corporations on a deadline including some payroll paperwork. I am a strong believer that the skills I have learned in my past and present are unbelievably valuable for my future. I am someone who constantly wants to learn new things and loves a challenge.

I would enjoy an opportunity to sit down with you or someone from your office at your earliest convenience.

Sincerely yours,

Miss Mary Francn
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