

BETHANY A. STEVENSON

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January 1, 2008

Mr. Samuel Smith
VP Human Resources
ABC Company
123 Business Lane
Indianapolis, IN 55555

Re: Administrative Manager Opportunity

Dear [Hiring Manager]:

Described as having a “warm and outgoing personality,” as being a “quick learner,” and for, “always taking the time to listen to the client’s requests,” I am confident I possess the skills and experience to succeed as a key member of your administrative/social work team. During my career, I have demonstrated the ability to serve the diverse needs of clients, execute procedures flawlessly, beat tight deadlines, and complete all reporting and administrative functions accurately. Whether proofreading a daily newspaper as the final pre-press authority, developing solid relationships as a sales representative, or caring for patients with the same commitment I would show my own family, I have exceeded goals and provided diligent support. Now, at this juncture in my career, with a degree in social sciences, I am eager to join a team in need of a goal-oriented contributor.

Most notably my career has included:

- ✓ Managing tasks in a high volume production environment, ensuring adherence to the highest journalism and writing standards, and approving a newspaper with a circulation of 30,000 for print each day.
- ✓ Outperforming personal and company sales goals, penetrating local territory to develop new and sustainable business, and generating lasting client relationships.
- ✓ Caring for at-need patients with a passion for their wellbeing and safety, demonstrating the ability to accurately assess needs, and working with case manager to maintain reporting compliance.
- ✓ Maintaining meticulous administrative records, accepting heightened levels of responsibility, and always showing a willingness to assist others with projects and tasks.

I have enclosed my résumé, which further details my professional experiences, key strengths, and career highlights. In an effort to discuss this opportunity further, I will be contacting you within the next few days to see if we might set up a time to meet. I can be reached at the numbers listed above should you have any preliminary questions. I appreciate your time in reviewing my qualifications and look forward to speaking with you soon.

Sincerely,

Bethany A. Stevenson

Enclosure: Résumé