

Name
Address
Bronx, NY 10458

Date

Ms. Imelda Redito
Director of Human Resources
Hostos Community College
500 Grand Concourse, Room B215
Bronx, NY 10451

Dear Ms.Redito:

Please accept this letter and accompanying résumé as my expressed interest as College Assistant.

As you can see from my enclosed résumé, I have extensive experience working in the office. I possess excellent office assistant skills including answering multi-line telephones, directing calls, taking messages and opening, sorting, and routing incoming mail, answering correspondence, and preparing outgoing mail. I enjoy challenges, diversity in daily tasks, and working with people. I am an organized individual with experience of completing work schedules, managing calendars, and arranging appointments also in reviewing files, records, and other documents to obtain information to respond to requests. I am bilingual in English and Spanish. I am confident that I will be a valuable member of your team.

I would appreciate the opportunity to discuss my qualifications with you at a mutually convenient time. You can reach me at (347) 555-5555. Thank you for your consideration.

Respectfully,

Student's name

Enclosure: résumé