Valda R. Riley

161 Wilcox Road

PO Box 186

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(253) 332-6284

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Attn: Human Resources

Dear Sir or Madam:

Please accept my resume and application in consideration for the current position open within your company. With the skills and experience acquired through the years, I feel that I am a qualified candidate for this position with your company.

* I have 20 years of experience working in Administrative Field
* I am competent in Microsoft Office Applications
* I have excellent multi-tasking and problem solving skills
* I have mastery level research skills
* I can create procedures for customer policy compliance
* I can schedule travel and distribute employee contact lists
* I can coordinate with multiple departments
* I have planning skills
* I have a high school diploma and some college training
* I am able to handle other duties as assigned

I appreciate your time and consideration of my qualifications and interests in this position. Please contact me at your earliest convenience if you feel that I could be an excellent addition to your team. I look forward to hearing from you soon.

Sincerely,

Valda Riley