

Jennifer Stevens

Chehalis, WA sweet20jenjen@hotmail.com

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Braun NorthWest

RE: Administrative Assistant

Dear Hiring Manager,

As an experienced School Secretary, the advertisement for Administrative Assistant with Braun NorthWest sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to Braun NorthWest. In my School Secretary role, I honed my abilities in data entry and multi-line phone operation, providing a firm foundation for the Administrative Assistant position. My problem-solving, people-centric nature, and compassion have afforded me excellent organization skills.

I am excited to contribute my talents and proficiency in collaboration toward your team efforts. As an engaging communicator with a proven track record in scheduling, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Administrative Assistant role.

Thank you for your time and consideration of my candidacy.

Sincerely,
Jennifer Stevens