

Dear Ms. Sanchez,

I was excited to learn about the opening for the Administrative Assistant Trainee position with John Smith & Associates. I recently obtained my Certificate in Business Administration, which provided me with a range of practical skills that I believe will meet the needs of this role.

While completing my studies, I worked part-time as a Customer Service Assistant for Target. My responsibilities in this role included providing face-to-face customer service and assisting on the floor with stock and visual merchandising. This position has given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

With regard to my ability to meet the specific requirements of this job:

- **Customer Service:** Worked for four years in a retail environment, providing customer service at registers, and on the retail floor.
- **Reception duties:** Responsibilities included answering incoming phone calls and assisting customers with phone-based inquiries.
- **General Administration:** Certificate in Business Administration provided training in filing, data processing, records management and written communication.

In researching more about John Smith & Associates, I was impressed to learn that although it's a new organization, you are growing rapidly in the Bay area. I also value the fact that you donate 10% of your profits to local charities. This practice aligns with my values, and I would feel fortunate to part of your team.

I understand that you may receive a large number of applications for this role. However, I believe my skills, experience and enthusiasm make me a strong candidate. I have attached my resume, and look forward to the opportunity to meet with you to further discuss my qualifications for the position. Thank you for your consideration.

Sincerely,

Melinda Sawyer