

Example of a Cover Letter used to obtain an interview for an Office Assistant position

Naomi Mustang

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Mr. Glen Hawa
Office Manager
Roy & Blackburn Pro Solutions
259 Westview Street
London, ON N6R 6T2

Dear Mr. Hawa:

Recently I noticed your ad on Eluta.com for an **Office Assistant position** within your accounting department. This opportunity is especially interesting as it is an excellent fit with my qualifications and background. My degree in Management and Organizational Studies from Western University, combined with a high level of enthusiasm, and an out-going character make me a strong candidate. I am forwarding my resume for you to review.

My experience and previous volunteer activities have equipped me for the demands of a multi-faceted office position such as the one described in your advertisement. I have acquired excellent keyboarding skills and confidence in using Microsoft Office applications. While at university, I worked as the secretary for the London Bridges Club, a campus led community service club. Here, I recorded meeting minutes and helped organize successful volunteer and fundraising events for local charitable organizations. I have references that attest to my accuracy, strong organizational skills, ability to follow directions and work well with a team.

While reading the recent article about your firm that was featured in the March issue of the London Business Magazine, I was impressed to learn of your involvement in community and business fundraising activities for local organizations. I would welcome the opportunity to contribute my skills to a reputable company as Roy & Blackburn Pro Solutions.

I would appreciate meeting with you at your convenience. Thank you for considering my application, and I look forward to hearing from you.

Sincerely,

Naomi Mustang