**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**To Whom It May Concern**

I was excited to see your ad for the assistant position in your ABC offices. I have five years of experience as an assistant/associate. In my most recent role at XYZ Corp., I fulfilled orders, resolved customer issues, ordered supplies, and prepared reports. My other skills include

* Skill #1
* Skill #2
* Skill #3
* Skill #4
* Skill #5

I have included my resume for your review. Thank you for your consideration.

Sincerely,

**[Signature]**

Jane Doe