**[Today’s Date]**

**[Hiring Manager’s Name]**

**[3531 Company Address]**

**[Company City, State XXXXX]**

**[(XXX) XXX-XXXX]**

**[manager@email.com]**

**Dear Mr. Burcham:**

When I learned of Pearson’s need for a new Clerical Assistant, I hastened to submit the enclosed resume for your consideration. As a proactive and self-motivated individual with solid experience in customer service and administrative support, I am well positioned to meet—or exceed—your expectations in this role.

My background includes performing comprehensive administrative tasks to provide seamless office operations while improving efficiency. Additionally, I excel in providing first-rate customer service to achieve maximum satisfaction and retention. My proven success in both independent and team-oriented environments—complemented by my outstanding communication and time management skills—prepares me to significantly benefit your organization.

Highlights of my experience include…

* Adeptly handling a multitude of administrative tasks, such as data entry, typing, records maintenance, and mail routing.
* Possessing a sharp eye for detail as well as superb telephone etiquette and customer service skills.
* Leveraging excellent organization and prioritization talents to achieve maximum productivity and efficiency in office environments.
* Excelling within fast-paced, challenging atmospheres while resolving issues using excellent problem-solving and leadership skills.

With my experience providing superior administrative assistance, combined with my inherent interpersonal and organizational skills, I am ready to provide outstanding service within your company. I look forward to discussing the position with you in detail. Thank you for your consideration.

Sincerely,

Gladys B. Sasser