**Trevor Lisbon  
32 Cramer Dr.  
Ottawa, ON  
K2G 6H1**

**May 1, 20XX  
  
Alima Hussein  
Manager  
Longview Daycare Center  
487 Rideau St.  
Ottawa, ON  
K1N 9F5  
  
Dear Ms. Hussein:**  
  
If you need a hard-working and organized administrative professional to help ease the load in your office, look no further. I am responding to your job posting on Monster.ca for a full-time Administrative Assistant at Longview Daycare Center. With a unique combination of specialized skills and practical experience, I believe myself to be a great candidate for the position at your facility.  
  
I hold a certificate in Office Administration from Algonquin College, where I graduated at the top of my class in 20XX. Some of my strong suits include:

* A full range of computer (Microsoft Word, PowerPoint, Excel, Outlook and Access) and technical (HTML, Web design) skills
* Eight years of administrative support in the areas of office management, invoicing, accounting, data entry, staffing, document preparation, customer service, mailing coordination, and executive care
* Six years experience managing a client base of over 1000
* Extraordinary attention to detail and experience working with confidential and sensitive information
* A discernible reputation as an outstanding community member with a proven track record of efficiency, loyalty and professionalism

I see myself as the perfect match for Longview Daycare Center and welcome you to contact me for an interview at 613-271-XXXX or Email-Address@Gmail.com. In addition, I will call you early next week to touch base and further discuss my credentials.

**Sincerely,  
Trevor Lisbon**