**1 Main Street, Any Town land, CA 91010**

**Home: (000) 322-XXXX**

**email@example.com**

**Dear Ms. Huntley,**

I am writing in response to your advertisement looking for a Clerical Assistant position with your company. I am confident that my experience, education, and skills are just what you are seeking in a candidate.

After reviewing the job description and requirements for a Clerical Assistant, I know I am a match for what you need. I have worked as a Clerical Assistant for the past six years, having managed all office administration and related responsibilities in that time. Key accountabilities were typesetting, answering multi-line phone systems, handling all email communications, faxing and sending of all important documents and communication, and dictation as needed. I thrive in a fast paced environment that requires great multi-tasking and communication skills. I am thorough, accurate, and well organized.

I look forward to hearing from you at (555)-555-XXXX and thank you so much for your time and consideration.

**Sincerely,**

**Signature**

**Andrea Randolph**