**Your Name  
Your Address  
Your Contact details (phone and email)  
  
Sarah Morgan  
Human Resources Manager  
ABC Company  
8 Industry Place  
New York, NY 10021**

**Dear Ms Morgan**

I am very interested in the Clerical Assistant position you advertised on XYZ and believe I have the capabilities to successfully meet your requirements. Please allow me to highlight my skills as they relate to the job opportunity.

* Proven ability to multi-task under pressure and plan and prioritize effectively to meet critical deadlines.
* Demonstrated success in producing accurate documents and reports within tight time constraints.
* Track record of developing and streamlining processes to improve efficiency.
* History of establishing and maintaining productive and positive working relationships with diverse groups of people.
* Proficient in MS Office including Word, Excel, PowerPoint and Access.

I am self-sufficient and able to work independently as well as part of a team. I believe my enthusiasm, my skills and my strong work ethic can make a positive contribution to your company. I would appreciate an opportunity to speak with you to schedule an appointment and provide you with more information.

Thank you for your time and consideration, I look forward to speaking with you soon.

**Sincerely,**

**Janet Jobseeker**