

Lori D. Harris

1520 Perimeter Road - West Palm Beach, Florida 33406

June 15, 2010

Ms. Ruth Arden
Human Resources Recruiter
ABC Company
1245 New Street
West Palm Beach, FL 33411

Dear Ms. Arden:

I am interested in the Administrative Assistant position advertised at Palm Beach State College Career Center. I have excellent qualifications for this position and would appreciate your consideration.

My background includes a variety of experiences that would be directly transferable to your position. I have experience in administrative support, cash handling, and customer service. I am proficient in using MS Word and Excel with a typing speed of 50 wpm. My previous jobs have required excellent organizational skills and the ability to learn quickly. I have been told that I handle customers in a professional manner with good interpersonal and communication skills.

I have attached my resume for your review and would welcome the opportunity to meet with you to future discuss how my skills could benefit your organization. You can reach me at (561) 999-9999 or loriharris@yahoo.com

Sincerely,

Lori D. Harris