

Dear Madam or Sir:

Please accept my candidacy for the available position that I'm applying for with your federal government agency. I have a strong background in administration service. I believe that my education, professional experience, personality and work ethic are a perfect fit for this position.

I am accustomed to a fast-paced environment where deadlines are priority and handling multiple jobs simultaneously is the norm. I enjoy a challenge and work hard to attain my goals. I am a very enthusiastic and motivated person who accepts added tasks, but moreover, have a willingness to learn as well as ask questions when necessary. I am also able to deal effectively and diplomatically with people of all ages. Additionally, I am highly organized, able to handle multiple tasks in highly pressured situations, committed to professionalism and I thrive on opportunities to assume responsibility. More importantly, I am a person of integrity.

In my previous role as an Office Automation Clerk and Data Management Analyst, I was able to effectively execute a range of administrative services independently including but not limited to calendar management, meeting coordination, event/conference planning/management, as well as travel management. Furthermore, I have a demonstrated ability to proofread and edit documents in order to maintain quality control where official correspondence is concerned. My expertise in Microsoft Office applications and related software has allowed me to perform day to day work activities efficiently.

My objective is to obtain a position with your federal government agency, where I can utilize proven administrative, interpersonal, organizational, business and administrative skills. I hope these factors are taken into consideration upon review of my resume.

Please feel welcome to contact me at 000-000-0000 or e-mail me at hireme@federalgovernment.com I look forward to speaking with you very soon.

Sincerely,

*signature right here

Shelly Taylor