

700 Anywhere Ave.  
Boston, MA 02215  
September 1, 2010

District Attorney's Association  
Attn: Human Resources  
100 Anywhere Street, Suite 300  
Boston, MA 02114

To Whom It May Concern:

I am writing to apply for the administrative assistant/conference planner position that was posted at Boston University. This position is the perfect fit for my event planning experience and interest in law.

As you can see from my enclosed resume, I was an active member of the Student Government Association for three years. During my senior year, I chaired the Senior Soiree committee. In this role, I planned and led weekly committee meetings, selected a hotel to hold the event, negotiated contractual arrangements with vendors, printed invitations, and sold tickets. Not only did the event stay within its budget, we had a record number of students attend.

At Gram's Restaurant, was recognized for my friendly attitude and excellent customer service; two important qualities to uphold when you are planning events, meetings, and providing support to a busy staff. In addition, I was quickly given new responsibilities and trained five employees on restaurant procedures and protocol.

Thank you for your time and consideration. I look forward to having the opportunity to learn more about the Massachusetts District Attorney's Association and to further describe my qualifications. I will contact you the week of September 13<sup>th</sup> to see if an interview can be arranged. In the meantime, I can be contacted at 555-795-0000.

Sincerely,

Jane Jones