

**Harris Guilford**

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Wednesday, April 9, 2014

Mr. Marcus Wayne

HR In Charge

BNB Enterprises

566 Industrial Avenue

Seattle, WA 32755

Dear Mr. Wayne:

Honesty, dependability, hard work. My these three attributes would help me fulfilling BNB Enterprises' goals in the role of General Office Clerk.

As obvious from my qualifications mentioned below, my profile fully caters your requirements:

- Substantial knowledge of automated filing systems and databases.
- Demonstrated expertise in data retrieval through effective digital cataloging of files.
- Exceptional interpersonal and communicational skills.
- Fully capable of error free report writing.
- Excellent accounting skills and ability to compute office data using PC and basic accounting software.

Furthermore, my exceptional interpersonal skills and flawless report writing capabilities would be a definite asset to BNB Enterprises. My previous employer also endorses my ability to generate innovative ideas. The same has enabled me to transform my previous work place into a fully organized office in a real sense.

I can't wait to discuss my relevant competencies with you and demonstrate how my hiring would benefit BNB. I excitedly await an interview call.

Thank you for your time and consideration.

Sincerely,

**Harris Guilford**

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