Your Name  
Your Address  
Your Contact details (phone and email)  
  
Date  
  
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*