

148 Barrister Avenue
Tucson, AZ 85726
April 20, 20—

Mr. George O'Donnell
Office Manager
MegaMall Property Management Company
P.O. Box 555
Tucson, AZ 85726

Dear Mr. O'Donnell:

EXPERIENCED ADMINISTRATIVE ASSISTANT, JOB #4864

Please accept my application for the administrative assistant position advertised in last Sunday's edition of the *Arizona Bugle*. As a Scout Leader involved in a promotional project last fall, I appreciated MegaMall's offer to let us hold our event at no charge in the center of the mall. I would welcome the chance to work in such a civic-minded organization.

I am an energetic, detail-oriented person who has strong administrative and computer skills, retail and community service experience, and the ability to work well with people from all walks of life. In addition, I have held positions of responsibility in four community organizations over the last eight years and was chosen 2002 National Diabetes Foundation Volunteer of the Year.

As you can see from my resume, I thrive in a busy atmosphere that involves many different tasks, the opportunity to work with people, the satisfaction of meeting deadlines, and the chance to excel. I would appreciate an interview to discuss the possibility of my joining your staff. I will call you next week to request an appointment, or you may call me at your convenience at 520-555-0122.

Sincerely,

Kimi Okasaki

Kimi Okasaki

Enclosure

Cover Letter Responding to Advertised Job Opening