

First and Last Name

City, CA, Zip Code |email address| phone number

November 21, 2018

Ms. Nersissian
Inversellogic, Inc
3467 Ocean View Blvd, Suite A
Glendale, CA 91208

Dear Ms. Nersissian,

I am presently seeking a position within the Administrative Field. I came across your job posting through college central network, collegecentral.com. After extensive research about your company Inversellogic and based on your job posting, I think I would be a great addition to your team.

I have a bachelor's degree in Economics and have completed one year of graduate level work in financial engineering, and currently I am enrolled in an Accounting Certificate Program at Glendale Community College, to further heighten my skills and knowledge within the field of accountancy and business. In addition, I am taking Microsoft Office, Keyboarding, Customer Service, On-the-Job Communication, Filing, and Business Math and Calculators at Glendale Community College, Garfield Campus to refine my skills and experiences working in an office setting.

I have extensive skills in working with numbers, operating office equipment, filing, retrieving and answering phone calls. I am also proficient in Microsoft Office programs such as Excel, Word, PowerPoint, and working with various social media platforms. I speak Farsi, French, and Spanish which enables me to work efficiently with customers and adhere to their individualized needs to promote customer service satisfaction.

I am a dynamic, energetic, organized, and motivated professional looking forward to become a part of your team. My resume is attached for your review and I am available to interview at your convenience.

Sincerely,

First and Last Name