

Alpha Wolf  
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awolf@wccnet.edu

Date

Brian Bartlett, Manager  
XYZ Company  
12345 Washtenaw Avenue  
Ann Arbor, MI 48105

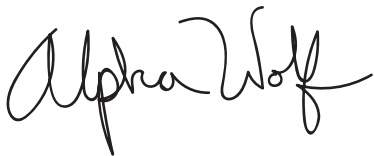
Dear Mr. Bartlett,

The administrative assistant position advertised on the Washtenaw Community College website, Career Connection, drew my interest. Currently, I am employed as a student assistant in the Financial Aid department at Washtenaw Community College. I accepted this position because of the emphasis on administrative and financial skills which are applicable to your requirements for an administrative assistant. My experience in the Financial Aid department has afforded me the opportunity to become familiar with the operations of an office environment. In response to your search for an administrative assistant, I believe my experience in the administrative and financial industry qualify me for consideration.

Currently, I am pursuing my Associate in Business Office Administration at WCC and will be completing my degree in December 2015. In my position as a student assistant, I prepare payroll, create spreadsheets, enter data, answer multiple phone lines and emails along with file confidential student records, fax, copy, and assist student walk ins. Other qualities I possess, include integrity, intelligence, and high energy, along with diverse background and range of abilities. I am one who embraces creativity, new ideas and able to work in fast-paced environments. My ultimate career goal is to grow with a company that is passionate about what they do, works above and beyond for their clients, and is well known for their explicit services.

My résumé is enclosed for your consideration. I look forward to meeting with you and discussing my qualifications in more detail. Please contact me at 734-677-5155 or email awolf@wccnet.edu.

Sincerely,



Alpha Wolf

Enclosure: Résumé