

KATHRYN HOPKINS

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email goes here

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Ivanhoe, IL 60060-5309

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Dear Human Resource Director,

To meet the extensive qualifications listed in your advertisement, a candidate must be able to handle all the rigors of working at a fast paced and professional establishment. Must also be able to organize, develop and coordinate.

I bring to you today, 20+ years of solid, in depth administrative experience. Expertise in handling International business relationships and company marketing, scheduling and overall coordination. Impeccable interpersonal skills. Organizational and supervisory abilities. Attention to detail and a commitment to assistance that brings new business development. This is what I can bring to your organization, at once.

I would like to discover more about the position you are offering at this time and I would like an opportunity to describe my past experience in scheduling, designing, planning, preparing, tradeshow coordination, and more. My special expertise in administration generates important new business potential while enhancing the corporate image and I would like to show you my track record. I do believe you will be delightfully surprised.

I have enclosed my resume and it would be an honor to meet you in person and be considered as a member of your organization in the near future.

Thank you and I look forward to hearing from you.

Sincerely,

KATHRYN HOPKINS
enclosed