Mary Garcia

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February 17, 2021

Franklin Lee   
CBI Industries   
39 Main Street   
Townville, New Hampshire, 03060

Dear Mr. Lee:

I was excited to see your ad for the operations assistant position in your Townville offices.

I have five years of experience as an operations assistant/associate. In my most recent role at Acme Corp., I fulfilled orders, resolved customer issues, ordered supplies, and prepared reports. In previous roles, I’ve done bookkeeping, data entry, and sales support. Basically, anything your department needs to run smoothly, I can do – and most likely, I already have experience doing it.

My other skills include:

* Strong communication skills, in person, in writing, and on the phone
* Excellent attention to detail and organization skills
* Top-notch customer service
* Experience in the industry and passion for the product
* Adept at all the usual professional software, including Microsoft Office Suite

I’ve included my resume for your review. Please contact me if you have questions or would like to schedule an interview. Thank you for your consideration.

Sincerely,

*Signature* (hard copy letter)

Mary Garcia