Jasmine J. Example

 999 Main Street, Cortland, NY **·** (555) 555 5155 **·** JJE@tompkinscortland.edu

September 1, 2020

Danielle Lee

Human Resources

ABC Company

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I read with interest your advertisement for the administrative assistant position at ABC Company. Your business is well known for its attention to detail and customer service and I am interested in being employed by a company with your background.

Enclosed is a copy of my resume that details my academic qualifications and experience gained from my work and education at Tompkins Cortland Community College. As you can see from my resume, I have a history of customer service development and would be an excellent fit for your assistant position.

Thank you for taking your time to review my resume. I would welcome the opportunity to discuss how my education, practical skills, and background would be a good addition to your Company.

Please contact me at 555-555-5555 or JJE@tompkinscortland.edu to set up a time for an interview. I look forward to hearing from you.

Sincerely,

Jasmine Example