

JACK JEFFERSON

123 Any Street, Any City, State 55555

(123) 555-1234
Cellular/Messages: (123) 777-5678
e-mail: JackJefferson@earthlink.net

Date

Dear Executive Recruiter:

I have a strong background in administrative support roles including project management. Currently, I am seeking a new position where I can utilize my key strengths in the following areas:

- **Organizational skills** – Managed multiple priorities and assignments in a fast-paced environment with time sensitive deadlines.
- **Customer service** – Represented management in responding to inquiries, providing information and communicating with vendors and clients.
- **Problem solving** – Researched and prepared information to facilitate management decisions.

I would welcome an opportunity to interview for positions as an executive assistant, office manager or project manager.

Sincerely,

Jack Jefferson

Enclosure: resume