

Anthony Gentile

example@myemail.com | (098) 765-4321
456 My Street, San Diego, CA 76543

Ms. Rachel Johnson
Creavey Manufacturing
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

Dear Ms. Johnson:

In my current role as Office Assistant for XYZ Supply Corp., I've streamlined email communications with clients, helping raise our customer retention by 22%. I'd love to uphold that same level of service at Creavey Manufacturing.

I'm a self-directed clerical assistant with 5+ years of experience refining these core strengths and attributes:

- Adaptability – Quickly learn new business systems, scheduling programs, and automation software
- Organization – Maintain detailed, accurate records of customer correspondence and account updates
- Initiative – Offer ideas to continually improve operations and deliver high-quality work with minimal oversight
- Tech savvy – Apply advanced knowledge of Microsoft Excel, Outlook, and SharePoint

I look forward to telling you more about how I can assist Creavey Manufacturing, and I am available to talk at your convenience. Thank you for your time and consideration.

Sincerely,
Anthony Gentile