12 Orchard Grove  
HIGHFIELD VIC 3023

0400 111 222  
mary.richards@gmail.com

1 August 2016

Martin Burn  
Human Resources Manager  
Paws Unlimited  
256 Little Street  
HIGHFIELD VIC 3023

Dear Mr Burn,

**Re: Administrative Assistant for Paws Limited/Jobcode No. 6773**

I am very interested in the position of Administrative Assistant for Paws Unlimited, advertised in the Weekly Times on 20 July 2016.

I am very familiar with your product line, I have been using your flea shampoo on my dog for the past three years. I have a range of administrative skills and experience to match the position you describe, including:

* Hands-on experience with a range of office programs including Microsoft Word and Excel, and the ability to learn new applications with confidence and ease
* Attention to detail and the ability to complete tasks quickly and efficiently
* Experience in working in an office environment gained through my high school work experience programs (eg. reception, filing, mail management, typing)
* The ability to learn new tasks and adapt my skills to a range of work situations (I was organising my manager's busy diary after only five minutes instruction).

I am pleased to offer these skills and abilities to a business that provides products that I not only use regularly, but fully endorse. I am confident that I would be able to promote your products to new and current customers through every aspect of the work and tasks that I undertake.

Enclosed is my resume for your review. I believe I am an excellent candidate for this role and look forward to meeting with you to discuss this position further.

Yours sincerely,

*Mary Richards*