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341 Walt Drive
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tonydeniro@gmail.com

Dear Mr. Deniro,

Please accept my enclosed application for the position of administrative assistant at Tech Corporation. Having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skillset match the requirements you're looking for.

At my current company, Redford & Sons, I am valued by the CEO and his staff as a critical support pillar for the team, keeping meetings, papers, travel arrangements, and office items organized at all times. I spearheaded the effort to "go digital" for almost all planning and paperwork, increasing office efficiency to the point of saving \$3,000 per year in contracted labor expenses.

I was also tasked with training two administrative assistants in my previous position, proving that I can perform the all necessary duties described in your job description, and even train others in how to perform in this role effectively, should the need arise.

I would love to have to opportunity to join the team at Tech Company and use my skills to create an efficient and stress free office environment for your executives. I believe I can meet and exceed the expectations you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Best,
Kelly Blackwell

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Mediaweek ,2007 *Over-40 Job Search Guide* Gail Geary,2005 Describes ten strategies designed to help job seekers over forty avoid or overcome discrimination and turn their age into an advantage in the job market The Journal of the Acoustical Society of America ,2009 **Vertical File Index** ,2005 *Poets & Writers* ,2005 Poet's Market Nancy Breen,1984 **EMA Bulletin** ,1999

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