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Mr. Chloe Newman

TTH JUNE 2018

Executive Account Manager
Sky Translations Ltd.
3254 Glenwood Avenue
Raleigh, NC, 27608

Dear Mr,

I have recently been informed of a new position available at your company as an Account Administration Assistant and I attach to this letter my resume as part of my application for this role.

As can be seen in my resume, I have years of experience in administration and with client relations which I believe are central to any business and therefore I dedicate a great deal of my time to improving communications and human relations within the workplace.

I also often do new courses in IT and business administration related subjects in order to keep up-to-date with the latest methods and technologies available to carry out my tasks in client account administration support and optimize systems and processes throughout the office.

In addition to my vast experience and varied skills, I feel I would be able to offer new ideas and a fresh perspective to your company and look forward to our future collaboration. Thank you for considering my application. For any further details or references, do not hesitate to contact me.

Yours sincerely,
Jason Wilson

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