

# David Cawley

Administrative Assistant

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Phoenix, 03/10/2024

James Friesen  
HR Manager  
Bridging Solutions  
1352 Crossfield Road  
Phoenix, AZ 85023

Dear Mr. Friesen,

With more than seven years of experience as an administrative assistant, I am excited to apply for an open position at Bridging Solutions. One of my most notable achievements includes assisting a company to generate more than \$11 million in revenue by managing schedules for clients and subcontractors across seven different job sites.

During my tenure at NovaTech, I implemented an automated inventory management system that reduced the company's supply expenses by up to 25%. I further developed a digital booking system to enhance scheduling, which resulted in a 31% increase in overall productivity.

I was frequently tasked with organizing high-profile events, where I achieved a 99% attendee satisfaction rate. Moreover, I coordinated with potential employees and an HR department, which led to more than 17 successful hires. I used that experience to develop a robust training program for newcomers, reducing their onboarding times by 20%.

One of the biggest reasons I am applying to Bridging Solutions is your dedication to fostering collaborative environments and incorporating state-of-the-art technology to streamline processes. I am eager to join a forward-looking team that enthusiastically tackles challenges and loves to solve industry problems through innovation.

Thank you for taking the time to consider my application. You can find more information about my qualifications in the attached resume. I would welcome the opportunity to discuss over an interview how my project management tools and strategies can help me contribute to your goals.

Kind regards,  
David Cawley

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**Introduction to Personal Finance** John E. Grable, Lance

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