

Jane Doe

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August 20, 2030

John Doe, President
Chosen Organization
321 Corner Street
Any town, USA, 54321

Dear John Doe:

Chosen Organization is a company that has served as a leader of customer relations for the last 50 years. As someone who is passionate about improving professional interpersonal relationships, I am most intrigued by the role of Managing Secretary for Chosen Organization. Upon browsing LinkedIn, I noticed this position and knew that I could serve as an asset to the company given my extensive experience working with the public and creating and facilitating good organization/customer relationships. With a friendly smile and quick, problem-solving plans, a great secretary can transform a company.

My experience is the strongest in office and technological development, curating a positive public image, and prioritizing the customer. I also understand how to create sustainable, positive change in companies. For example: during my time at DEF Tech and Associates, I noticed that consumer feedback was not getting to the proper channels for improvement. To solve this predicament, I collaborated with the IT department to develop ConsumerRightWay, a computer program that allowed customers to respond to specific issues that were funneled to leadership for fixing. This practical application significantly improved customer relations and directly contributed to the growth of the company by 15%.

I am able to collaborate within a team to ensure successful outcomes, complete a job with great precision (according to employer guidelines), and can use my leadership skills to facilitate new growth within an existing company. Thank you for taking the time to consider my application. You will find, as you review my résumé, that my experience fits the needs of the position you are seeking. I look forward to communicating with you more in the future.

Yours Sincerely,

Jane Doe

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