

1200 Walton Way  
Augusta, GA 30904

Month 00, 2007

Human Resources Department  
Sample Company  
1200 Easy Street  
Augusta, GA 30909

Dear Hiring Manager,

Your advertisement in the Augusta Chronicle, on March 27, 2007, for an **Assessment Coordinator** seems to perfectly match my background and experience. As the Brand Coordinator for XYZ Company, I coordinated meetings, prepared presentations and materials, organized a major off-site conference, and supervised an assistant. I believe that I am an excellent candidate for this position as I have illustrated below:

**YOUR REQUIREMENTS**

**MY QUALIFICATIONS**

Highly motivated and diplomatic

Successfully managed project teams involving different flexible, quality-driven professional business units. The defined end results were achieved on every project.

Exceptional organizational skills and attention to detail

Planned the development and launch of the XYZ company program series. My former manager enjoyed leaving the "details" and follow-through to me. Coverdale project management training.

College degree and 6yrs exp

Bachelor of Arts in Communications from Augusta State University (2006). 6+ years relevant business experience in productive, professional environments.

Computer literacy

Extensive knowledge of Windows & Macintosh applications.

I'm interested in this position because it fits well with my new career focus in the human resources field. Currently, I am enrolled in Augusta State University's adult career planning and development certificate program and working at University Hospital.

My resume, attached in Microsoft Word, will provide more information on my strengths and career achievements. If after reviewing my material you believe that there is a match, please call me at 706-737-1604. Thank you for your consideration.

Sincere regards,

Jane Swift