

Laura Riley
1833 Park Summit Blvd
Apex, NC 27523

January 30, 2019

S.H. Basnight & Sons
2012 TW Alexander Drive
Suite A
Durham, NC 27709

Re: Office Administrator

Dear Human Resources Manager,

Please accept this letter in application for the office administrator position currently available as listed on ZipRecruiter.com. My resume is attached for your review and consideration. I believe that you will find that I am a well-qualified administrative professional with over 12 years of experience.

My professional experience demonstrates my ability to multitask in fast-paced, demanding and tight-deadline environments while remaining focused and steady. In each assignment, I committed time and energy to learn and become proficient in software programs and company procedures. I bring to a company team my work ethic, self-motivation, and proven record of meeting and accomplishing each challenge.

I am confident that I will be a valued employee and would welcome the opportunity to discuss with you how I could contribute to the continued success of your company. In caring for my mother, I have some gaps in my employment history. I can discuss in more detail if needed. I am looking for long term employment. I look forward to hearing from you to schedule an interview at your convenience. Thank you in advance for your time and consideration.

Sincerely,

Laura Riley
704-840-4055
lacolry44@hotmail.com

Attachment: resume