

Bullet Point Cover Letter – Match your skills & experience with that of job description

Your Heading Here

March 1, 2003

Sandra Smith, Director
Human Resources Department
Atari International Services
1500 Northlake Way
Seattle, Washington 98115

Dear Ms. Keaton:

I am writing to express my interest in the administrative support position available in the international department with Atari International Services. I learned of the opening through the Career Development Center at Seattle Pacific University. After careful review of the job description I find that my qualifications closely match those for which you are looking.

Specifically, I believe that the following skills and experience make me an excellent candidate for this position. I possess:

- Proficiency with IBM PC's and several software packages including MS Word, Excel and Lotus.
- Fluency in Japanese and English.
- Three years administrative experience in an international setting.
- Ability to handle multiple projects and tasks in an accurate and efficient manner.
- Strong customer service orientation and a professional appearance.

I would welcome the opportunity to use my computer, language and administrative skills at Atari International Services. I look forward to an opportunity to discuss my qualifications with you in person. I will be contacting your office next week to arrange an appointment. Thank you for your consideration.

Sincerely,

Jane Doe

Enc: resume