

Kelly Blackwell

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October 28, 2016

341 Walt Drive
San Antonio, TX, 42642
(422)631-7534
tonydeniro@gmail.com

Dear Mr. Deniro,

Please accept my enclosed application for the position of administrative assistant at Tech Corporation. Having read through your job description, I am thrilled to be applying for this position as my 6 years of experience and skillset match the requirements you're looking for.

At my current company, Redford & Sons, I am valued by the CEO and his staff as a critical support pillar for the team, keeping meetings, papers, travel arrangements, and office items organized at all times. I spearheaded the effort to "go digital" for almost all planning and paperwork, increasing office efficiency to the point of saving \$3,000 per year in contracted labor expenses.

I was also tasked with training two administrative assistants in my previous position, proving that I can perform the all necessary duties described in your job description, and even train others in how to perform in this role effectively, should the need arise.

I would love to have to opportunity to join the team at Tech Company and use my skills to create an efficient and stress free office environment for your executives. I believe I can meet and exceed the expectations you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Best,
Kelly Blackwell

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TD Snyder

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the TD Snyder text.

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Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **Cover Letter Buy Online Setup**

In a world inundated with monitors and the cacophony of instantaneous communication, the profound energy and psychological resonance of verbal art frequently fade into obscurity, eclipsed by the continuous assault of sound and distractions. However, located within the lyrical pages of **Cover Letter Buy Online Setup**, a fascinating work of fictional splendor that pulses with fresh thoughts, lies an unique trip waiting to be embarked upon. Composed by way of a virtuoso wordsmith, this enchanting opus courses readers on an emotional odyssey, delicately exposing the latent potential and profound affect stuck within the delicate web of language. Within the heart-wrenching expanse of this evocative examination, we shall embark upon an introspective exploration of the book is central subjects, dissect its fascinating writing model, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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