

April 9, 2008

Dear whomever this may concern,

I am interested in working as an Office Administrator for your organization. I am an expert at office Applications and I will be taking Business classes this coming semester. I enclose my resume as a first step in exploring the possibilities of employment with you.

My most recent experience has been taking classes at my high school that relate to my duties working in an office. I am also involved in many extra curricular activities, including three seasons of sports at Radnor High School.

As an Office Administrator, I would bring a focus on quality and service to your company. Furthermore, I work well with others, and I am an experienced leader.

I would appreciate your keeping this inquiry confidential. I will call you in a few days to arrange an interview at a convenient time for you. Thank you for your consideration.

Sincerely,

Wesley Middendorf