

Xxxxxx E. Xxxx

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January 18, 20XX

Ms. Xxxxxx Xxxxx
Director of Human Resources for Salisbury University
1101 Camden Avenue, HH 140
Salisbury, Maryland 21801

Dear Ms. Xxxxx:

I would like to express my sincere interest in the recently advertised position of Administrative Assistant II in the Office of New Student Experience at Salisbury University. The background and experience I have provide an excellent opportunity to have an impact on a University that I hold in high regard. The chance to return to my Alma Mater is without compare and I am excited about the possibility of working with staff members I knew from the past as well as new students and families.

With over six years in professional support and leadership environments as well as a degree in Communication Arts, I have obtained the skills that are necessary to be successful in this position. As a Secretary and as an Office Manager I have learned calendar and budget management. Not only have I kept track of invoices but I have also planned meetings as well as booked travel for my superiors. While working in this fast paced environment I have had the opportunity and responsibility to multitask at a very high level and have had to prioritize projects on a daily basis. Furthermore, it is paramount in the position I now hold to demonstrate a professional demeanor due to the nature of our clients. We are in the sales industry and first impressions are critical. It is also imperative that I am well versed in various communication modalities including verbal, written and technological.

In addition to the support skills that I have obtained through work experience, I have also gained extensive organizational and leadership skills as the President of Lambda Pi Eta, an honorary society for Communications students. During my tenure I led this organization to more than double in size, increase community involvement, develop service learning projects and plan successful fundraising events. Furthermore, being selected by the Admissions Office to be a University Host gave me the chance to work with prospective students and their families one-on-one. These experiences taught me that there are a multitude of ways to approach issues and that everyone's opinions are important.

In conclusion, I would like to again express my sincere wish to return to Salisbury University. The opportunity to apply my experience and energies with the Office of New Student Experience is exciting to say the least. I welcome the chance to meet with you in the near future to further discuss my qualifications. Please contact me at your convenience at the number or email listed above. Thank you for your time and consideration.

Sincerely,

Xxxxx E. Xxxxxx