

Terry E. McDoogle

555 SW Carlyse Boulevard
Portland, Oregon 97555

555.555.5555

temcdoogle@asti.net

May 20, 2003

Mr. John Smith
Human Resources Director
Frazier Investment Services
190 NW Lenndale Road
Portland, Oregon 97111

Dear Mr. Smith:

The **Administrative Assistant** position you listed with the Placement Office at Portland Community College interests me greatly. Below, I have outlined how my skills and experience match the requirements listed in your advertisement.

For the past two years while completing my Associate degree, I worked as the Office Assistant in Portland Community College's Foundation Office. The combination of my work experience and education provided me with the following skills:

- § Writing correspondence
- § Scheduling appointments
- § Composing e-mails and general office duties
- § Utilizing Microsoft Office
- § Producing documents using desktop publishing software and techniques
- § Creating web pages

Enclosed is my resume, which provides additional information about my education and experience. I am confident that if given the opportunity I can offer you the same enthusiasm and diligence that I exhibited while working toward my degree and gaining experience in this field.

I look forward to an opportunity to interview with you and further discuss my skills and can be reached at (503) 555-0974. Thank you for your time and consideration.

Sincerely,

Terry E. McDoogle

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