

Cindy Smyth

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Frank Coffee

Human Resources Manager
FinancialWeb Corporation
455 Financial Way
Toronto, Ontario, L5L 3X2

Dear Frank Coffee,

I am submitting my resume for consideration towards the **Administrative Assistant** position at FinancialWeb Corporation as advertised in the *Times Daily*. My previous experience as an administrative assistant supporting senior staff within the financial industry matches your position requirements.

I am very interested in working for a company selected as one of Canada's Top 100 Employers and named one of Ontario's Top 20 Employers. I am committed to working in an organization where people are the priority.

As my resume demonstrates, my six years of administrative experience combined with my exceptional computer skills and financial market knowledge make me an ideal candidate for the Administrative Assistant supporting the Vice President of Finance.

Under my current employment I use Microsoft Excel to analyze financial reports and build PowerPoint presentations on deadline. My organizational skills are exceptional -- I regularly plan and schedule meetings, respond to inquiries, and manage communications for senior staff. I also manage a sophisticated filing system containing thousands of confidential financial records.

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at **416.555.5555** or by email at **cindy_smyth@email.com**. I have enclosed my resume for your review. I look forward to hearing from you.

Sincerely,
Cindy Smyth