

Ivelisse Bones

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To Whom It May Concern:

I'm writing to inquire about openings available within your company. I have over ten years of experience in Administration, and although I do not have the degree you might be looking for, I am interested in expanding my professional horizons by seeking new challenges and demonstrating that my experience and skills would make me a valuable asset to your company.

I would appreciate the opportunity to meet with you to further discuss my qualifications and how my skill set could contribute to the successful day-to-day running of your business. I have attached my resume. I'd be happy to supply strong references and clearances at your request. Thank you for your time and consideration.

Sincerely,
Ivelisse Bones