

Anina Castro
227 High Street
Sharon Hill PA, 19079

Dear Hiring Manager,

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability and experience allow me to deliver successful results for any company in a range of administrative positions

Please allow me to highlight my key skills:

- Able to effectively manage my time through careful planning and organization of work activities.
- An aptitude for identifying and resolving problems efficiently.
- Excellent communication skills that result in positive interpersonal relationships.
- A track record of meeting deadlines and producing accurate work of a high standard.
- Proven ability to make sound decisions based on valid information.
- The capacity to learn and apply new information quickly and accurately.
- Strong computer skills with proficiency in MS Office.

I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability and I look forward to hearing from you in the near future.

The enclosed resume expands on my qualifications and experience.

Thank you for your time and consideration.

Sincerely,

Anina Castro