

LAUREEN A. THOMAS-HENRY

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Coral Services Inc.
Philadelphia
PA

Dear Sir/Madam:

I am writing to apply for the Administrative Assistant position at Coral Services Inc. as advertised on Indeed website. I hope that my years of experience and diverse capabilities as an administrative professional makes me an ideal candidate to successfully fulfil this position.

I have twenty-three (23) years experience and diverse capabilities in project management environment make me an ideal candidate to successfully fulfil this position.

At my last administrative position as a Project Officer at the National Insurance Property Development Company Limited (NIPDEC), I worked directly with Programme Managers and Project Managers on projects in completing and delivering them within budget and on time:

In my position at NIPDEC, I achieved the following:

- Preparing project status on pre-agreed basis and produce project written reports
- Preparing briefing material and responses for all phases of the projects
- Maintaining continuity of systems across assigned projects
- Assisting in the planning and preparation of processes for all phases of the projects while addressing conflicting priorities

I have all the basic skills necessary for the role and I also type at approximately 50 WPM and higher. I also have a mastery of the MS Office Suite and most standard office equipment.

I believe that the above qualities and experience would make me a valuable addition to your company.

I look forward to hearing from you and thank you for your time. However, please note that I am a hard-worker and a quick-learner, and I am willing to take any necessary training courses that will assist me in being a perfect fit for this job.

Sincerely

Laureen Thomas-Henry