

Cover letter

[Linguistics](#), [English](#)



Insert Insert Address Zip Phone number email@email. com June 14, Fabia
Parkinson Director of Human Resources Goodwill Industries of San Diego
3663 Rosecrans Street
San Diego, CA 92110-3226

Dear Mrs. Parkinson:

I am applying for the position of Operations Administrative Assistant that was posted on your website (Sdgoodwill. org) on June 13, 2014. The Job ID is 2014-2499, and its location is 8250 La Mesa Blvd. I would like to work for Goodwill Industries because of its good public reputation and also its non-discriminatory recruitment criteria against persons with disabilities.

I am finalising my degree in Business Administration this December 2014 at the University of San Diego. I have strong organizational skills. I gained these skills during my university internship and also when I was working as a part-time employee in some industries. I am also good at written and verbal communication. I gained sufficient experience in verbal communication after working for a charity organization in my community. I became the leader of an awareness campaign group in the community, and this enhanced my verbal communication skills. I have experience in working with blueprints and project plans. I have worked for some construction industries dealing with interpretation and implementation of numerous project plans.

I have excellent computer skills in programs such as MS Project, MS Office, email and also internet. I am good at creating training materials, flyers and presentations. I became an expert in this field during my university internship. I can create and send Holiday signs. In addition, I can create and maintain calendars for conference room events or meetings. I can do a

comprehensive research on some potential company projects.

In addition to this, I have a CA driving license, verifiable insurance and an acceptable driving record. I have neither been booked nor charged with traffic offences.

I am interested in working for Goodwill industries. I will contact you on 16th June, 2014 to discuss my employment consideration. Thank you for attending to my resume.

Sincerely,

Insert Name