**Sample letter for an entry-level job**

**Ada Eboh**

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October 12, 2021

Meghan Sibbery

Principal

Willow Creek Elementary

123 Rosewood Avenue

Lexington, Kentucky 99123

Dear Ms. Siberry,

I saw that Willow Creek Elementary is hiring an administrative assistant. I think that my work experience and skills make me a great candidate for the job. I was referred to you by Zhou Xun, whose son goes to your school.

I have three years of experience working in offices. I have supported financial analysts and have worked at schools. During my time at Beijin Huwien School, I kept the records of more than 1,000 students organized. I updated files very day. Also, I helped to plan two school fundraisers and a dance.

In my last job as an administrative assistant at China Finance Online:

* I answered phones and welcomed guests;
* I printed our monthly reports and scheduled meetings for a team of 20 every week;
* I took and sent out meeting notes and handled travel reservations.

I think all these skills would be useful in a busy office like yours.

I appreciate your school’s strong curriculum. I think my skills in organizing, filing, and research would be a huge help to your staff. I enclose my resume and look forward to meeting you and talk about this position.

Thank you, and I hope to hear from you soon.

Sincerely,

Ada Eboh