**YOUR NAME**

22-74 Blaze Avenue, Apt. 6C, Walnut Creek, CA 94596

Tel: 925-555-0176; E-mail: yourname@hotmail.com; Web: www.yourname.com

May 15, 2021

Ms. Sonia Alvarado

Director of Human Resources

Jericho College

783 Valley View Highway

Concord, CA 94520

Dear Ms. Alvarado:

Thank you for speaking with me yesterday about the opening for an academic administrative assistant in the Business Department at Jericho College. I am impressed by the range of programs offered to your business students and by the professionalism of your staff. I hope you will give me the opportunity to put my skills and enthusiasm to work for Jericho College.

As you requested, I am enclosing copies of three flyers I created using Word in my current position as administrative assistant at Valley Management Services. These samples highlight my document design skills.

If you have any questions regarding my qualifications for the position of academic administrative assistant, please contact me. I am happy to provide further information.

Sincerely,

Your Name

Enclosures (3)