

CATHERINE KICHLER
(Address/Info)

March 5, 2009

Mr. John Smith
Human Resource Directory
ACME COMPANY
123 Anywhere Street
Indianapolis, Indiana 46268-3196

Dear Mr. Smith:

I am submitting my resume for consideration of the ***Executive Specialist*** position listed on your website. After reading the requirements, this position matches my administrative background supporting executive management teams.

I am seeking to secure a position with a company that will benefit from my skills and abilities, which are highlighted below:

- Solid track record of administrative experience, managing a broad scope of responsibilities and supporting senior-level management teams.
- Multi-tasking administrator with strong organizational skills and positive “get it done” attitude. Thrive under pressure, effectively managing change and meeting deadlines.
- Extensive background coordinating and planning all aspects of corporate meetings, special events, industry related conferences and trade shows.
- Professional and personable demeanor with ability to communicate effectively with all levels within an organization.
- Accomplished written and verbal skills with comprehensive computer proficiency in Microsoft Word, Excel, PowerPoint, Access and Outlook programs.

I would appreciate the opportunity to arrange a meeting to further discuss how my expertise could contribute to the Kiwanis team. Thank you for your time and consideration.

Sincerely,

Catherine Kichler