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James Bond
Human Resources Manager
Moonraker Imports
007 Goldfinger Road
New London, CT 10098

Dear James Bond,

When I was 8 years old, my father took me to his Dunder Mifflin office for "Take Your Daughter to Work Day." While it was great seeing what my dad did, what really fascinated me was his administrative assistant: how she combined answering the phone, typing letters, sorting mail and greeting visitors, and doing it with a smile. I decided that was what I wanted to do some day. That passion for making an operation run effectively has stayed with me; that, along with my education and experience in the field, mean I will be an outstanding office specialist at Moonraker Imports.

In earning my Associate Degree in Business Technology, our coursework included hands-on experience with a variety of copiers, computers, scanners and telephone systems, meaning I'll step into your office and quickly become proficient with your equipment. We also used the latest software, including Microsoft Office and QuickBooks, so I will immediately be productive with those programs. My six years' customer service experience in a variety of settings taught me the value of treating everyone I encounter with respect and a determination to resolve their situations. In both office and production environments, I have seen the importance of following proper procedure and working as part of a team.

I was very happy to learn that Moonraker Imports considers one of its primary duties to be contributing to the betterment of its community. I currently volunteer at Marion-Polk Food Share, an organization collecting healthy food and distributing it to those in need. I have also donated my time caring for animals at Willamette Humane Society and coached my daughter's volleyball and softball teams. I am eager to bring this dedication to serving others to an organization that has similar values.

The opportunity to be part of a company that brings joy to customers by providing them with high-quality antiques and products from Great Britain is exciting, and I look forward to discussing it with you further.

Sincerely,

Cherie Chemeketa

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