

# Addison Sparling

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February 25, 2018

Dr. Terry E. Johnson, Director  
Human Resources  
Merit Corporation  
1640 Franklin Place  
Washington, D.C. 20041

Dear Dr. Johnson:

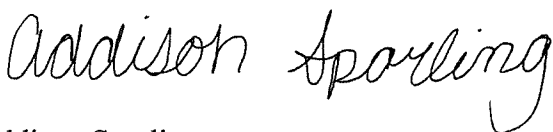
I am writing to show my interest in the administrative assistant position that is available at Merit Corporation. I ensure that my business background, leadership experience, education in business courses, and organizational skills fills the prerequisites that this job entails. I believe several of my qualifications for this position include business course background, leadership abilities both in the classroom and on the court, organizational skills, and my overall love for the business field and my excitement about this position.

I have always taken an interest in the business field. I am certain that this position within your company would fit me well and I would be an asset to you. The several business courses I have succeeded in include business principles, accounting, business management, advanced computers which entails Microsoft Word, Microsoft Excel, Adobe Photoshop, website design, Microsoft Publisher, and Microsoft PowerPoint, I also have taken personal finance and business law. At the state Future Business Leaders of America conference I have competed and placed in projects such as intro to business presentation, social media campaign, marketing, hospitality management, spreadsheet applications, business plan, publication design, and website design. All of these prior experiences give me credibility and the skills to flourish in this position. Throughout high school, work, community service, volunteer hours, and activities I have gained communication skills, the ability to work well with others, and problem solving. Through my sporting activities I have had the privilege to be a captain on my basketball team the past three years and have won two State Championships with my amazing team. These are experiences that allow me to work well with others and gain the leadership skills that would be very beneficial for this position. In school I have maintained a 3.9 GPA on a 4.0 scale.

My numerous leadership positions have taught me discipline in working with other individuals and time management. My dedication to school and extra-curricular activities have taught me strong work ethics and motivation to accomplish my goals. Through these activities I have learned how to be successful and perseverer through tough times. For more qualifications, please refer to my enclosed resume.

I sincerely appreciate and thank you for taking the time and consideration of my application and potential job with your company. I would like to request an interview regarding this position. Please do not hesitate to contact me with any questions concerning my application, resume, or a time to set up an interview. Thank you again for considering my application for the employment of the administrative assistant at your company.

Sincerely,



Addison Sparling

Enclosure