

# Samantha Olson

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

Dear Dr. Johnson:

I am writing to express my greatest interest in the administrative assistant position that is available at Merit Corporation. I ensure my exposure to the business world, experience with leadership positions, and education in various business-related subjects gives me qualifications necessary to fulfill the requirements for this position. A few of these qualifications for this position include familiarity with the business field, leadership abilities inside and outside the classroom, and the ability to complete projects efficiently with a team or independently.

The business field has greatly intrigued me, and I believe that this position with your company would suit me the best. Not only have I completed courses in accounting, business management, and personal finance, but I have completed business plans, marketing plans, and management decision making through classroom and extra-curricular activities that have given me the skills and necessary to fulfill the duties that come with this position. Throughout high school, my work, volunteer, and activity experience have also given me the skills necessary to communicate with other people, work wells with others, and think quickly in situations. In addition to these activities, I work diligently in school, maintaining a 3.77 GPA. All these experiences have prepared me for this position, and I believe these skills would be a great asset to your company.

My numerous leadership positions have taught me the discipline of working in a timely, efficient manner in order to complete deadlines with extensive quality while working independently or with a team to carry out tasks. My perseverance in school and other activities has given me a strong work ethic and motivation to pursue my goals. For more qualifications, please refer to my enclosed resume.

I sincerely appreciate and thank you for taking the time to consider my application and would like to request an interview regarding the position. Please feel free to contact me with any questions you may have concerning my application or resume or to set up an interview. Thank you again for considering my application for employment as an administrative assistant at your company.

Sincerely,

Samantha Olson

Enclosure