

Business Administrator Cover Letter Example

Simone Calls

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February 24th, 2011

Mr. James Currie

Human Resources Manager
Go Company, Inc.
111, Fort Avenue
Indianapolis, IN 37282

Dear Mr. Currie,

Enclosed is my resume in application for the position of Business Administrator, as published through ECC University Press. I am interested with this position. I sincerely want to occupy this job. I would like to have career to improve my skills and to expand my experience.

My experienced is started as Administrative Assistant in Indianapolis State Hospital. I had an experience to manage the data of patients in that hospital. Then, I worked as Project Metrics Analyst in LM Contractors. I implemented my strong analytical skills to improve company profit. I am certain that my knowledge, experience and ability will give a profit to your company.

I graduated Bachelor Degree of Finance from New York University. I received scholarship to continue my study in Master Degree of Business Administration, New York University. I have excellent communication skills. I am able to work with under pressure. Organizational and interpersonal skills will give advantage for your company.

Thank you for your consideration for my application. Given my application, I am confident that I can successfully fulfil this position. You can contact me at (236) 388-2371 for further information.

Sincerely,

Simone Calls