

60 Treeline Drive
Saanichton, BC V8X 2T5
(207) 555-9335
June 9, 2011

Ms. Jean Quimby
Personnel Manager
Campbell's Soup
65 Cedar Grove Ave.
Victoria, BC V8Y 3C4

Dear Ms. Quimby:

A mutual friend, Troy McClure, mentioned to me that you may soon be looking for an individual in your Customer Relations Department. Please consider this my application for a position at Campbell's Soup Limited. I have two years experience as an Administrative Assistant, working with senior staff in the Customer Relations department.

I am a well-organized, highly motivated individual who enjoys the challenges of working in a fast-paced office environment. I have strong communication and computer skills, including a working knowledge of Microsoft Office, specifically with Microsoft Word as well as Microsoft Excel. I also have experience in dealing successfully with a variety of customers.

Enclosed is my resume for your consideration. I will call you in a week to further discuss this position and to arrange a time that we can discuss my resume in further detail. I can be reached at the above number day or evening. Thank you very much for your time and consideration.

Sincerely

Signature

Maude Flanders

Enclosure