

PATRICIA CARLSON

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To Whom It May Concern:

For as long as I can remember, I have always enjoyed helping people and that is why I have pursued a career in the administrative field. As an Executive Assistant and Administrative Specialist, my professional skills continue to grow while supporting directors and the corporate management team. I am excited about making a long term contribution to your firm.

I am a highly skilled administrative professional with extensive experience working with high-level executives. I'm acknowledged for being resourceful, adaptable, dedicated, and self directed with the ability to handle challenging and stressful situations, besides being task and team focused. Organization is in my top five strengths along with multitasking skills, proficient accuracy, and maintaining a high level of attention to detail and confidentiality. It is my forte to provide excellent customer service to internal and external clients, departments or branch offices, and working with regulatory agencies; and I enjoy maintaining those positive working relationships.

The enclosed resume briefly highlights my achievements. Realizing the limitations of the written page, I would welcome the opportunity to participate in an interview to answer any of your questions and to better represent my skills, work experience, and qualifications. I am confident that my demonstrative expertise would definitely add value while participating with the continuing success of your firm.

Thank you for your time and consideration.

Sincerely,

Patricia Carlson

Enc. Resume