

Jennifer Kramer

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Dear Prospective Employer,

I appreciate your consideration of my attached resume, as I am interested in an office position with your company. I have approximately seven years of experience working in an office environment, and have attained a wide variety of skills. I am knowledgeable regarding general office equipment and duties such as faxes, emails, copies, and data entry. I also have experience in customer service and am dedicated to providing the best experience possible for the client. This includes answering multi-line telephones as well as the invaluable arts of multi-tasking and attention to detail. I am skillful in manipulating the english language, and have a great memory and affinity for numbers.

I am proficient in: Windows and Apple operating systems; Microsoft Word and Excel; Quickbooks; Quicken; Adobe Photoshop and Dreamweaver; and have learned various company-specific software. Utilizing these programs, I have attended to many duties including creating and entering data in financial and miscellaneous spreadsheets, performing general accounting (including reconciliation, accounts receivable, accounts payable, and payroll), designing flyers and websites, invoicing in accordance with company categories, generating shipping labels, and entering pertinent customer information.

I believe that I can be a valuable asset to your company, and would like the opportunity to speak with you. For further information regarding my qualifications and experience, please refer to my attached resume. I appreciate your time and consideration.

Sincerely,

Jennifer Kramer