

Susan S. Smith  
123 J Street, NW  
Washington, DC 20000  
202-555-5555  
susan.smith@domainname.com

September 25, 2005

Ms. Delia Doe  
Director of Human Resources  
Capital Corporation  
1515 Presidents Avenue NW, Suite 1500  
Washington, DC 20000

Dear Ms. Doe:

Working in an administrative capacity brings out my best qualities. I have developed a capacity for office leadership and administration working more than fifteen years as an office manager and administrative assistant for several Washington, DC area companies. Filling the Capital Corporation's Corporate Office Manager position, which was listed in the Washington Post, would allow me to exercise these abilities even further, while improving the efficiency of the Corporate Office.

As the Office Manager for Johnson, Jones & Associates Law Firm in Washington, DC, I currently manage a staff of ten paralegals and administrative assistants. I direct office affairs and scheduling and frequently arrange events for up to 30 participants. My enclosed résumé details my accomplishments with this firm and my previous positions.

The Capital Corporation's unique work with the public sector is an area that has always interested me. My extensive experience working for professional Washington, DC firms will easily extend to the Corporation's expansive work environment. My organizational and administrative skills will contribute to the productivity and success of the Corporation's many projects and undertakings.

I am extremely interested in becoming Capital Corporation's Corporate Office Manager and am available to come to your offices for an interview at your convenience. If you have any further questions, please contact me by phone at 202-555-5555 or email at susan.smith@domainname.com. I look forward to hearing from you and hope to meet with you in the next few weeks.

Thank you for your time and consideration.

Sincerely,

*Susan S. Smith*

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