

# CHRIS CARTER

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**Contact Name**

**Company Name**

**Company Address**

**City, ST Zip**

May 16, 2016

Greetings,

After more than 13 years of loyal and dedicated service I found myself in the unfamiliar position of searching for a new opportunity when my role as an Administrative Assistant with MGIC was eliminated. However I embark on my search with the confidence that my skills and experience will be an immediate asset to a new organization. When I learned of the **Position Title** opening with your organization, I saw an opportunity to put my talents to work. My attached resume further outlines my credentials and qualifications, however here is a snapshot of what I bring to an employer:

- More than 15 years of professional service in managing projects and processes and driving results
- Detail oriented clerical expert with an ability to develop, generate, and interpret complex reports
- Initiative; the ability to proactively identify opportunities for improvement and build a plan to execute
- An eco-friendly perspective – the eye for enhancing ‘green’ – both environmentally and monetarily
- Exemplary data entry, phone reception, inventory maintenance, and office management experience
- A team-player and team-leader; I can work collaboratively as part of a team or take the reins myself

This diverse and well-rounded experience profile has equipped me to work autonomously very well and also identify and preempt potential problems. My ability to quickly grasp new ideas and concepts allows me to minimizing the learning curve and more quickly become a very productive member of your staff.

I would enjoy the chance to speak with you in more detail about this opportunity. Please contact me via phone or e-mail so that we may schedule a time to discuss this potential further. I greatly appreciate your time and consideration.

Warm regards,

Chris Carter

Encl: Resume