415 Bishop Street  
Chicago, IL 60608  
  
March 6, 2013  
  
Mr. Nathaniel Joyner, CEO  
Vesta Insurance Group  
32101-11B West Michigan Avenue  
Chicago, IL 60601  
  
Dear Mr. Joyner:

Thank you so much for the time that you took yesterday to interview me for the Administrative Assistant position. It was great to meet you and learn more about your administrative needs at Vesta Insurance. On my tour of your building, you mentioned how important it is that your Administrative Assistant not only be the welcoming face and voice of the company, but also an integrated member of the staff willing to help problem-solve when issues arise. I completely agree with that philosophy and I know that my collaborative skills will be an asset to your company.

I am very enthusiastic about the position and am particularly thrilled that you are looking for someone specifically with website maintenance experience. I was also very impressed with how well maintained and thorough your company’s client database is. As you upgrade to your new database system, I believe my experience troubleshooting database issues will make me an excellent candidate for Vesta Insurance Group’s team.

Please feel free to call or email me if you have any further questions. I look forward to speaking with you, again.

Sincerely,

Adrienne Patel  
  
312-555-6840  
addie.patel@gmail.com

ADDRESS 415 Bishop Street #303 CELL 312.555.6840

Chicago, IL 60608 EMAIL addie.patel@gmail.com

ADRIENNE PATEL

Administrative Professional

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SKILLS

Windows & Mac

Microsoft Office

Apple iWork

SharePoint

Salesforce

QuickBooks

Lotus Notes

Adobe InDesign

Adobe Photoshop

EXPERIENCE

Executive Assistant II CHICAGO, IL

*Rev Development Group, June 2007 – Present*

Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over $3,000 annually by implementing new travel and per diem system.

Office Manager SPRINGFIELD, IL

*Carter Taylor Investments, October 2001 – June 2007*

Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors’ schedules.

Administrative Assistant SPRINGFIELD, IL

*Icon Office Solutions, May 1997 – October 2001*

Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of $350,000+.

TRAINING & EDUCATION

Microsoft Office Specialist MICROSOFT OFFICE 2010

Microsoft Certification 2008

Bachelor of Arts BUSINESS ADMINISTRATION

University of Illinois Springfield 1997 – 2001

Associate Degree OFFICE ADMINISTRATION

Lincoln Land Community College 1995 – 1997