

Jessica Jane

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705.878.4315

February 14, 2009

Humber College
888 Lakeshore Drive
Toronto, Ontario
M1S 3B8

Attention: Doris Day

Re: Job Posting - Administrative Support - General Office

Please accept the enclosed resume as application for the Administrative Support - General Office position with Humber College, posted on Workopolis website on February 13, 2009.

In my many years of experience working in an administrative support capacity, I was able to become familiar with using numerous computer applications. From using the Internet daily as a source of information to preparing presentations and reports, I have become skilled at Netscape, Internet Explorer, MSWord, MSProject, PowerPoint as well as Excel. As well, my extensive customer service experience has effectively enhanced my interpersonal and communication skills. I always look for ways to streamline processes and become more efficient. Although I enjoy working as part of a team, I easily work independently with minimal supervision.

I look forward to meeting with you to discuss your needs and highlight where I would be of service in the position. I can be contacted at 705.878.4315.

Sincerely,

Jessica Jane
Encl.