

Steffanie Mae Laslo



January 7, 2005

Dr. Terry E. Johnson, Director
Human Resources
Merit Corporation
1640 Franklin Place
Washington, DC 20041

Dear Dr. Johnson

In today's fast-paced, unpredictable world, it is a challenge to find a productive, self-motivated employee who is positive and dedicated to responsibility. I possess these attributes and would be delighted to contribute them in the administrative assistant position offered by the Merit Corporation.

As a self-assured worker, I am able to manage my time and prioritize tasks in the most efficient order. By committing to a detailed schedule, I can complete tasks promptly and efficiently. On the other hand, an unexpected challenge will always intrigue me and bring out my best qualities, including problem solving, organizing ideas and reaching rational conclusions.

From my receptionist and administrative assistant experience at the Women's Clinic of Greeley, I have significantly increased my professionalism. I work in stressful situations, which have made me appreciate how important teamwork is. For example, I have noticed that my front office team at the Women's Clinic is productive because we all pull together to support patient comfort and physician efficiency. I am able to function in all groups because I have a strong admiration for diversity as I have witnessed that different ideas can produce new concepts. As a team member, determination, reliance and the willingness to make many sacrifices is necessary in order for the group to complete any given task.

Thank you for reviewing my resume, and I sincerely thank you for taking the time to consider me for the administrative assistant position. If given the chance, I would be honored to demonstrate my devotion and confidence in your work area. I look forward to hearing from you in the near future.

Sincerely

A handwritten signature in cursive script that reads "Steffanie Laslo".

Steffanie Laslo

Enclosure