

Amanda J. Elliott



March 4, 2004

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

Dear Dr. Johnson:

My job experiences and dedication to Future Business Leaders of America have helped me sharpen my time management and leadership skills. I am confident these abilities and my strong work ethic will be a few of the attributes I can bring to the Merit Corporation if chosen for the position of administrative assistant.

Through my work experience as an administrative assistant at the Hewlett-Packard Company, I have gained many qualities that will aid me in contributing to the Merit Corporation. I work under strict deadlines daily, completing all domestic and international shipment paperwork. I have learned to manage my time, concentrate under pressure, and produce quality work in stressful situations.

Refining my leadership as secretary and vice president of FBLA has helped me develop practical interpersonal skills that are vital in a professional environment. Through setting goals with my fellow officers and members, I am able to function effectively in a leadership role. Through leadership positions, I have listened, compromised, and cooperated with officers and members to reach common goals.

Thank you for reviewing the above qualities as to why I would be a strong candidate for this position at the Merit Corporation. Please contact me at 970-402-2187 to schedule an interview. I look forward to hearing from you, Dr. Johnson.

Sincerely,



Amanda Elliott

Enclosure