April 20, 2012

Prof. Dina Quinones

Professor

NYCCT

300 Jay Street

Brooklyn, NY 11201

Dear Prof. Quinones:

Are you looking for an office manager with:

* 6 years of hands-on experience in administrative work?
* Knowledge of the latest technology?
* Excellent written and oral communication skills?
* A passion to learn and to increase his skills?

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with NYCCT.To schedule an interview, please call me at (347) 861-1224.The best time to reach me is between 9am and 5pm, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

B. Yesenia Roque

Enclosure