

Melissa D. Long

123 Oak Drive | City, OK 73000

Phone: 405.747.0000 | E-mail: Melissa.long@gmail.com

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RE: Vacancy Announcement – Unclassified #U11-26, Social Service Assistant

Dear Sergeant Wood,

Would a professional individual with outstanding communications skills and personal knowledge of the challenges facing military families capture your attention for the recently announced Social Service Assistant position in City, OK? I do possess these qualifications as well as many others which would make me an asset to your FAO team.

Some of my qualifications include:

- Outstanding communications and customer service skills that have been proven effective through five-plus years of working with in a non-profit setting with executives, other administrative personnel, and individuals of the general public.
- Strong Microsoft Office and computer skills coupled with organizational skills which deliver professional written communications and information management.
- Extensive experience in a professional office setting where efficient utilization of office technology and is critical to providing high-quality services to internal and external customers.

Please review my resume and application. I look forward to an opportunity to discuss my qualifications with you, as I believe I possess the skills needed to make a positive contribution to your team. You may contact me at 405-747-0000.

Thank you for your time and consideration.

Sincerely,

Melissa D. Long