

503 31st Street,
Astoria, NY 11103

April 11, 2016

Mr. John Jones,
Human Resources Director,
French Bank,
27 Wall Street,
New York, NY 10005

Dear Mr. Jones:

Job application for ABA-1230 (Executive Banking Assistant)

In response to vacancy ABA-1230 (Executive Banking Assistant) advertised on *ABC jobs*, I enclose my Resume for your consideration.

I am excited by the prospect of making a considerable contribution to the growth of the Bank's operation in New York. Applying my organizational, communication and office management skills to a new office of an established organization is an opportunity I want to pursue.

I am currently leading a small team that offers Executive-level administrative assistance at East Bank, New York. We provide secretarial support to a number of commercial banking executives including calendar management, expense management and reporting, meeting preparation and coordination. With ten years' experience (all in New York) as an administrative assistance at leading Financial organizations, I can provide local advice and have developed an extensive business network that may be useful to a new banking operation. I am fluent in both spoken and written French. For these reasons, I am confident that I am the ideal candidate for the job.

Thank you for your consideration. I look forward to meeting you. Should you require any further information, please do not hesitate to contact me at *(your phone number here)*.

Sincerely,

(sign here)

Mary Donovan