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January 4th, 20--

Dear Sir or Madam,

I am interested in applying for the position of Executive Secretary at your company which I have found from www.nationejobs.com. In the past, I used to work as a personal assistant and served as one of an administrative committee at work.

There, I have found that I am an enthusiastic and hard-working personal assistant. I am well-liked by all of my colleagues and also my Managing Director. Apart from my active participation in working, I possess several pleasant character traits. By nature, I am always ready to help and very reliable. I am certainly responsible and service-minded due to my duty; and I have a sense of humour as well. Therefore, I would like to ensure you that I can get along well with anyone, and I would be pleased to be apart of your worldwide company.

My résumé is attached for your review. I am confident that my experience and qualifications meet your requirements for this position. I look forward to hearing from you to discuss this opportunity in more details. For further information, please contact me from the above address.

Thank you for your time.

Yours sincerely,

Somsri Kondee, Ms.

Encl.