

August 29, 2010
Mr. Gerald Lemmon
Mercedes-Benz Financial
P.O. Box 685
Roanoke, TX 76262

Dear Mr. Lemmon:

I recently learned from Louis McClinton, a finance director at Ewing Autohaus Mercedes-Benz, and former colleague, of a possible job opening at Mercedes-Benz Financial as an Executive Administrative Assistant. My extensive background within the automotive industry and renowned efforts, which have accommodated many businesses' success, makes me an ideal candidate for this position. This job opportunity interests me a great deal not only because Mercedes-Benz Financial is a leading institution in the automotive industry, but I also feel that we both have a lot to offer each other in success, development, and opportunities.

Everyday routines are essential in business success. The administrative and clerical duties are the backbone of a company and organization. With six years experience as an Executive Administrative Assistant, I am ready and able to provide you accommodations to suit your company's daily needs.

My previous employer, Jim Browne, owned a multi-national company that provided various venues through real-time data integration. Traveling from one destination to another, my boss needed a "road-warrior"- an individual to stay on top of his schedule, meetings, itineraries, invoices, and daily routines. Not only did I provide him such accommodations, but I also provided him with the means and processes to increase revenue of the company by 30% through creative marketing and building positive customer relations. I have an ability to create and maintain successful business relationships. Customers know, when dealing with me, that they will be taken care of with no problems. I am teachable and trainable. I can offer you and your employees what it is you need to be successful. I instigate procedure and process by gathering information, creating integration, and increasing involvement.

I am a people pleaser at the very least and I know what it takes to deliver overall customer satisfaction. I am organized, efficient, and adaptable to an opportunity thrown my way. I am always ready for a new and upcoming challenge and am eager to warrant success for your company.

At Mercedes-Benz Financial, I would like to be the individual who assists your company to be a great success. I know that I can make a difference by providing you cost-efficient labor that will guarantee you prime results. With the skills I have obtained and the knowledge that I hold, I am confident that I am what your company needs.

I would be happy to discuss my qualifications and attributes in an interview at your convenience. If you have questions or would like to obtain additional information, you may contact me at (817)988-7848 or email me at amanda.r.roach@hotmail.com. Thank you for reviewing my enclosed résumé.

Sincerely,

Amanda Roach
3701 Grapevine Mills Parkway #1318
Grapevine, Texas 76051

Enclosure: Résumé