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To: operations@aldworthcompany.com

Date: 1/28/2003 11:04:33 AM

Subject: Administrative Assistant (Part time) (ptcpladmin)

Attachments: [Clerical Resume.doc](#)

Attached please find my resume in support of my application for the Administrative Assistant position available with your organization. As you will see, I have several years of strong clerical experience with extensive customer support skills.

My work experience has varied in many ways through the years. I have worked for different branches of the Maine State government, in addition to employment in the private sector, and have acquired many valuable skills in each position. I have always enjoyed working with the public component of my jobs and have strived to deliver professional, courteous, efficient and timely assistance to those who need it. I find the public's response to my assistance very rewarding and compelling for me to continue to provide quality assistance.

My skills include dedication to a high-quality product, great attention to detail, quick and efficient completion of my tasks and a strong working knowledge of office environments and computer applications. I am a trained computer technician that allows me to quickly learn the unique applications of the organization and to implement them as swiftly as possible into my daily tasks. I also strive to learn the unique elements of my job and to discover ways to complete the tasks with better quality, efficiency and accuracy.

I consider myself to be a dedicated, hard-working, dependable individual who takes great pride in every task I encounter and feel I would be a great asset to your organization. I would appreciate an opportunity to further discuss my qualifications and suitability for this position.