

From: [Gina L. Turcotte <ginalyn@adelphia.net>](mailto:ginalyn@adelphia.net)

To: [Operations](#)

Date: 1/28/2003 3:02:34 PM

Subject: RE: Administrative Assistant (Part time) (ptcpladmin)

Attachments: [Clerical Resume.doc](#)

I've attached it again. Please let me know if you receive it this time.

Thank you

-----Original Message-----

From: Operations [mailto:operations@aldworthcompany.com]

Sent: Tuesday, January 28, 2003 2:55 PM

To: ginalyn@adelphia.net

Subject: Re: Administrative Assistant (Part time) (ptcpladmin)

Gina you forgot to attach your resume...please resend.

Thanks

----- Original Message -----

From: "Gina L. Turcotte" <ginalyn@adelphia.net>

To: <operations@aldworthcompany.com>

Sent: Tuesday, January 28, 2003 11:04 AM

Subject: Administrative Assistant (Part time) (ptcpladmin)

>

>

>

> 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.

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