

KIMI R. OKASAKI

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April 20, 20—

Mr. George O'Donnell
Office Manager
MegaMall Property Management Company
P.O. Box 555
Tucson, AZ 85726

Dear Mr. O'Donnell:

EXPERIENCED ADMINISTRATIVE ASSISTANT, JOB #4864

Please accept my application for the administrative assistant position advertised in last Sunday's edition of the *Arizona Bugle*. As a Scout Leader involved in a promotional project last fall, I appreciated MegaMall's offer to let us hold our event in the center of the mall at no charge. I would welcome the chance to work in such a civic-minded organization.

I am an energetic, detail-oriented person who has strong administrative and computer skills, retail and community service experience, and the ability to work well with people from all walks of life. In addition, I have held positions of responsibility in four community organizations over the last eight years and was chosen as the 2005 National Diabetes Foundation Volunteer of the Year.

As you can see from my resume, I thrive in a busy atmosphere that involves many different tasks, the opportunity to work with people, the satisfaction of meeting deadlines, and the chance to excel. I would enjoy the opportunity to talk with you about how I can help MegaMall Property Management with its administrative needs. I will call you next week to request an appointment, or you may call me at your convenience at the number above. Thank you for your consideration.

Sincerely,

Kimi Okasaki

Kimi Okasaki

Enclosure