Connor Reese

…Confident…Loyal…Dedicated…

(370) 957-4407 559 Avenue L #5
email goes here Redondo Beach, CA 90277

May 2009

Dear Human Resource Director,

The enclosed resume details my achievements as an experienced Production Assistant, Customer Service Provider and Administrative Professional. However, it cannot demonstrate the maturity, insight and business finesse I have acquired over the years are the qualities I would like to show you first hand.

As you'll see on the enclosed resume, the depth of my experience offers you the opportunity to hire a professional who needs little or no training and who is comfortable and successful in project management and creative tasks. Throughout my career, I have proven myself in operations, video and editing as well as coordinating staff. More importantly, I have enhanced each company's reputation, through my detailed work and commitment to excellence.

I would very much like to meet with you to explore your operations and the possibility of employment. The opportunity to join a winning team such as yours—and add to its success—is one I would relish.

Sincerely,

Connor Reese
enclosed