15 Fenwood Hts

Toronto, Ont M1M 2V6

August 8, 2022

City 2 City Real Estate Services Inc.

#202-9453 120 Street

Delta, British Columbia V4C 6S2

Subject: Administrative Assistant with Your Firm

To Whom It May Concern:

I am an organized and adaptive student passionate about learning real estate. I aim to seek a role where I can apply my education to the workplace to incorporate community involvement. With City 2 City’s mission to satisfy customers, I would appreciate the opportunity to work collaboratively with your team.

My communicative skills gained from past work experience will be an asset to your company. Working in an architecture office, I have become emerged into the design process of buildings including cost, construction, and planning. Additionally, I work with documents and reports and am very familiar with working in Microsoft Office and Adobe Software’s such as Photoshop and Indesign. I have drafted a master sheet of projects to include consultants, costs, references, and duration which has improved my organization and time-management skills.

I am a hard-working individual who seeks near perfection and is quick to learn in a fast-paced environment. I am a collaborative and understanding team member who is willing to assist in other tasks as well as my own.

If you feel I would be a well-suited individual for this role, I will gladly welcome an interview at your convenience.

Sincerely,

Madison Strasman