



Kara Galbraith

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November 30, 2014

Ms. Julie Smith, Manager
Human Resources Department
Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 43231-4021

RE: Administrative Assistant Position

Dear Mrs. Smith:

I am very excited to be applying for the Administrative Assistant position you have available, and would be thrilled to visit you for an interview. Unfortunately I do not have any previous work experience but I do have experience in working with people and as interacting with others as a group. I can work well under pressure and I can learn fast. Some of the assets I can offer are being persistent, punctual, enthusiastic and hard-working.

Please contact me at the email or phone number listed above.

Sincerely,

Kara Galbraith

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Contestant #33-0031-0011