

ALEXIS PAULING

April 28, 2012

Dear Sir or Madame,

I am writing to express my interest in employment with your company. As a native of Los Angeles, I have spent countless hours on film sets and in recording studios. I have experience as a personal assistant and a receptionist. As a production assistant I earned craft service experience as well as experience as a background wrangler and as an art department assistant. I own a reliable vehicle, maintain a perfect driving record and I even have experience driving a cube truck.

My key strengths include prioritizing, time management, being discrete and very organized. I am a self-starter and a natural organizer with a keen ability to solve problems using sound judgment. I am calm under pressure and accustomed to a fast paced work environment. I am able to build strong relationships and I have excellent written and oral communication skills.

I am confident that my work ethic will enable me to make an immediate and sustained contribution to any team. I would greatly appreciate the opportunity to meet with you to discuss my qualifications. Following this cover letter is my resume for review.

Thank you for your time and consideration.

Sincerely,

Alexis Pauling

Alexis Pauling

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