

DINA NIETO URIBE

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To whom it may concern:

I am contacting you in regards to the open position as a Sales Assistant. My educational background and experience in education, along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed resume, I have more than 15years of experience in the field of administrative profession for a school environment. My resume shows that I am experience, reliable and have a strong work ethic. These qualities have earned me respect, knowledge and personal growth in administrative profession for a school environment, my commitment to personal and professional excellence, and my excellent oral communication skills are also a large part of my background.

If you have questions, or if you want to schedule an interview, please contact me at 831-238-3347. I look forward to meeting you to further discuss employment opportunities with your company.

Sincerely,

Dina Nieto Uribe