

# ELAINE BROOKS

---

23 Mountain Road ♦ Monsey, NY 10952 ♦ (914) 237-1883 ♦ ebrooks@earthlink.net

---

May 6, 2005

Ms. Laurie Dern  
Ringwood Township School  
200 Main Street  
Ringwood, NJ 08825

Dear Ms. Dern:

Your opening for a secretary captured my interest as it seems an ideal match for my experience, talents, and interests. As a highly-regarded administrative assistant with excellent interpersonal skills, a life-long love of working with students, and a demonstrated commitment to service, I would like to explore the possibility of putting my talents to work for you.

As you can see from my enclosed résumé, my background includes a wealth of administrative experience, twenty years of which were spent in school settings. Conscientious, organized, and effective, I established a long-standing reputation as a productive and effective staff member during my career. Perhaps more important, though, is my devotion to the students. I take pleasure in my ability to build rapport with students and treasure the special bonds I enjoy with them. Of particular note, I am proud to say that I was honored by the Kingwood Place School's graduating class of 2005 with a yearbook dedication, marking the first time in the school's 70-year history that a staff member was so honored.

Among my other strengths, you will find that I am a resourceful individual and a fast learner who is always quick to become the office go-to person. Friendly and easy-going with outstanding interpersonal skills, students, parents, and faculty members alike find me to be approachable and accommodating. With a passion for providing top-notch service, I have proven to be a valued employee in every position I have held. With a record of success behind me, I am confident that I will be an asset to your staff as well.

I would be pleased to have the opportunity to discuss future employment and look forward to speaking with you. Please feel free to contact me at the address and phone number listed above to arrange a meeting.

Thank you for your consideration.

Sincerely,

Elaine Brooks

Enclosure

---