

## *Crown Résumé Client Cover Letter (before rewrite)*

### **Maggie Allison**

**Email:** [margaretwallison@gmail.com](mailto:margaretwallison@gmail.com) - **Home:** 206-782-5047 - **Cell:** 206-434-1285

---

10 February 2010

To whom it may concern,

Most recently, I filled in for 3.5 weeks at Seattle's Convention and Visitor's Bureau at the front desk. Not only did I handle the usual phone/greeting etc. duties, I also proofread PR releases, started a new mailing list for business development, and sorted confidential personnel files as well as other helpful activities.

For the past two years I have been employed as the front office manager of Seaview East, a vessel repair facility on the ship canal in Ballard. In this position I was solely responsible for the efficient running of all front office operations. Central to this was the ability to function as a highly effective communicator and to organize and prioritize tasks in a fast paced and constantly changing environment. As the initial point of contact for all customers and the day to day liaison between clients and management, the ability to provide excellent customer service was a critical element of my job responsibilities. The Comptroller assigned special projects with specific deadlines that I also handled in addition to my regular activities. My positive attitude and strong interpersonal skills have enabled me to build successful relationships with clients, colleagues and vendors alike.

Throughout my career, especially with the Walt Disney Company, I have coordinated detailed and time sensitive projects, researched project information, interacted with legal, finance and art departments, scheduled and headed meetings, handled travel arrangements as well performing all necessary administrative duties.

Prior to accepting the position with Seaview Boatyard, I was employed as a retail sales manager for Watson Kennedy. In this position I operated independently handling sales to customers, requests, special orders and gift certificates as well as doing some back office work on QuickBooks Accounting software.

In my positions for Starbucks in Seattle and the Walt Disney Company in both Dubai and England, I managed a variety of projects, specific to each country and licensee personnel, involving legal, contractual and financial records and reports.

Throughout my many years of administrative and management experience, I have developed an excellent ability to organize, prioritize and perform multiple tasks simultaneously. I also have a good knowledge of all basic office procedures such as Word, word processing, generating and maintaining Excel spreadsheets and data entry, Internet communications, Project Management, filing, operation of copy and facsimile machines, general receptionist duties, and telephone skills as well as proofreading, scheduling conferences and meetings, and making travel arrangements.

Thank you for taking the time to review my resume. Feel free to contact me at your earliest convenience for a phone or personal meeting.

Best regards,

*Maggie Allison*

## Crown Résumé Client Cover Letter (after rewrite)

**Maggie Allison**

(206) 782-5047  
margaretwallison@gmail.com

---

Applicant for: **Executive Assistant**

7341 13<sup>th</sup> Avenue N.W.  
Seattle, WA 98117

February 10, 2010

TransCorp  
Department of Human Resources  
401 First Street  
Oakland, CA 94501

Re: Job posting #1144-002

Dear hiring manager,

Few other applicants can offer the same skill-set and years of hands-on experience that I can.

With proven administrative skills, project-management success, outstanding interpersonal capabilities, and a willingness to contribute in any capacity, I believe I would make an excellent choice for the executive assistant position recently posted.

As the temporary front desk manager for Seattle's Convention and Visitor's Bureau, not only did I handle all the administrative duties for the 50-person office, I also contributed to several successful media-relations campaigns and established a targeted marketing database – all in less than one month on the job.

While employed as the front office manager for one of Seattle's fastest-growing boatyards, I was solely responsible for all the front office operations within a fast-paced and constantly changing work environment. In addition, the company comptroller would regularly assign to me special projects with tight deadlines. A natural multi-tasker, I welcome this kind of challenge and variety.

During my tenure with Watson Kennedy – a high-end retailer with several heavily trafficked Puget Sound locations – I was offered, and accepted, increasingly complex operational responsibilities in addition to my retail sales and management duties. My success with those extra efforts is unquestioned.

However, it's my international experience working for large conglomerates that really sets me apart from the pack. While coordinating international marketing efforts for Starbucks and The Walt Disney Company, I was responsible for the activities of licensees in multiple countries. Managing foreign vendors in far-flung locales requires outstanding organizational and communication skills. The fact that I was a high-performer in those roles for more than 10 years is a testament to my drive and determination.

Adding me to the TransCorp team would provide you with a multi-talented, hands-on assistant; someone with the experience and skills necessary to step in and maintain the status quo – plus the innovative thinking required to improve upon those processes and results as time goes on.

I'm excited about this opportunity and eager to learn more about the position. My resume is attached, and I look forward to meeting with you at your earliest convenience.

Sincerely,

Maggie Allison