John Mares

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March 19, 2015

Mind Works - San Antonio, TX

Administrative Assistant/Receptionist

To whom it may concern:

Hello my name is John Mares and I am sending this letter in response to the Administrative Assistant/Receptionist position posted on the indeed website. I have enclosed my resume for your review and consideration.

I have looked over and reviewed the essential duties and responsibilities for this position and I would be honored to have the opportunity to assist this organization in way that I can. I currently have my bachelor’s degree in Animal Biology from Texas A&M University- Corpus Christi. While I was attending school I was a budget administrator for over 4 years, I hope you find me capable and deserving for this position.

Sincerely,

John Mares