

2, October 2014

To Whom It May Concern:

As you may have noticed on my resume, Trustco, Inc. was the last employer I had the pleasure of working for in the U.S. As of August 2010 I have been living in Berlin, Deutschland. During my time here I have been involved in many different activities, from learning the language by taking intensive Deutsch language courses, volunteering as office assistant and farm hand at a local British Pony Club, as well as assuming the role of team Photographer for the Berliner Hockey Clubs Lacrosse Bundesliga A-team. I covered all their home games, traveled with the team for all the away games, covered various lacrosse tournaments, box lacrosse games, and was the team photographer for the Czech National Team in the FIL Denver World Games. My photos have been featured in the BHC club magazine, online articles, and in local newspapers. I am also currently in the editing process of a documentary I've been filming for the last 2 years about the BHC Lacrosse team, and their journey to winning the National Championship. Lastly, I acted as a personal assistant, scheduling appointments, taking care of travel arrangements (domestic and international), running errands, paying bills, as well as other miscellaneous duties.

I have extensive administrative skills and am a licensed Insurance CSR Agent in Utah. I currently type 60wpm, and believe your company will benefit greatly from my proficiency in the following computer programs; Applied, AMS, all of the Microsoft programs such as Excel, Word, Power Point, Publisher, Outlook, Adobe Photoshop CS6, Lightroom 4, Premiere Pro, Final Cut Pro as well as my willingness to learn any other programs you work with. I am a quick study, and pick things up fast. I consider myself to be a very responsible person that is very detailed oriented, enjoys planning, organization and reflects exceptional communication skills. I am a very happy person, who is outgoing, and enjoys being around people. I am good under pressure and can handle even the most difficult situations that people may happen to throw at me.

I am confident you will be hard pressed to find someone as dedicated and loyal as myself. I have years of work experience that put me ahead of the game, and believe these things combined give me the tools and perspective in which I can apply towards the open position as Administrative Assistant. I reflect the values that your company holds: loyalty, integrity, teamwork, production and progress. I would be an ideal candidate and would make for a valuable employee, as well as a team player in your company for years to come, if given the chance. I would rather enjoy the opportunity to meet with you in person to discuss how my skills can further meet your company's needs. I am available to interview immediately. You will find my resume attached for you to review at your earliest convenience. I appreciate your time and consideration, and look forward to hearing from you soon. Until then,

Sincerely,

*Abigail L. Kaden*

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