

Cameron Knight
5555 Meadow Breeze Lane
DePere, WI 54115
4 April 2015

Christopher Knight
SparkNET Interactive
1121 W. Main Avenue
DePere, WI 54115

Dear Mr. Knight,

I am currently a high school junior attending Notre Dame de la Baie Academy in Green Bay and am looking for an opportunity for the administrative assistant position. I am the best candidate for this position because I've been described by others as reliable and determined, two skills which are crucial to the assistant position. I learned from the SparkNET.net website that this position became available recently and I have been looking for a job in a open-minded company such as SparkNET.

The title of administrative assistant states that I must be willing to do whatever, including personal duties and sometimes impractical things given by administrators. I consider myself dependable whenever people count on me, especially in critical times. One of SparkNET's core values that describes me is being clear in communication. As a high school student, many people assume I am timid or insecure. This notion is completely false as I actually prefer to stand against the crowd and speak my opinions or viewpoints.

The administrative assistant position interests me because I aspire to be a future business owner someday. By working hands on with executive members, I not only get to serve that executive, but I also have the opportunity to have that person mentor me. I am not interested in using the executives, being an asset to that person is more important, but it is an added bonus to be able to pick up advice on the roles and functions of an executive of a company.

I appreciate your giving this application a chance and look forward to hearing back from you. The best way to contact me is through email: cameron@cameronknight.com, however; I can also be reached on my cellphone (920-123-4567) from 3-9 P.M. Monday-Sunday. Again, this position would mean a lot to me and I would not disappoint you if you give me this opportunity.

Sincerely,

Cameron Knight