

Lisa Mason

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Thomas Bell
Hiring Manager
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Dear Sirs

I should like to apply for the Typist's position, as advertised recently. I am RSA Level III trained and this included shorthand skills and audio typing. I have worked as a high level PA for several years, a demanding role that included personally looking after the Managing Director of a small business, scheduling appointments, making reservations, answering all calls into the office, dealing with correspondence and attending and typing up Minutes of meetings. I enjoy a busy environment and am used to juggling tasks. I take great pride in my work and am always complemented on my attitude, willingness and diligence. I enjoy working in a smaller business and would very much like the opportunity to be considered for this role.

Unfortunately, my current boss is retiring and the business is now closing, hence the reason for my move.

I am available for interview at your convenience and references are available on request.

I attach my CV and look forward to hearing from you as appropriate.

Yours faithfully

Lisa Mason

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