Dear Sir/Madam,

I am interested in a position with your firm and have enclosed my resume for your review and consideration.

As you can see, my career in Sales & Marketing, Events Management & Administration is extensive. I have enjoyed a reputation as an efficient employee and have a knack for immediately establishing a good report with clients.

As a team member of your organization, I can provide:

· Efficiency; reliability; accuracy

· Maturity, honesty, ability to look at challenges as opportunities.

· Knowledge of general and legal office procedures.

· Ability to develop and lead a team.

Sir/Madam, my objective is to establish a time when we can meet to discuss how my talent, professionalism, and enthusiasm will add to your operation.

Thank you for your consideration. I look forward to speaking with you soon.

Sincerely yours,

**Roderick "Rod" Paje**

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