

# Anita Jobs

(562) 985-4151 | [anita.jobs@student.csulb.edu](mailto:anita.jobs@student.csulb.edu)

May 2, 2024

Angelina Lee  
College Relations Coordinator  
Beach Transportation  
1250 Bellflower Blvd.  
Long Beach, CA 90840

Dear Angelina Lee:

I am writing to express my interest in the Human Resources Assistant position with Beach Transportation, which was advertised on CareerLINK at California State University, Long Beach (CSULB). In reviewing your website, I was very impressed with your emphasis on quality customer service and the variety of services you offer to your clients. I would very much like to become a part of your company's team and have attached my resume for your consideration.

My B.S. degree in Human Resources Management and my work experience match well with your job description. As required, I have experience working in an office environment processing and maintaining confidential documents, coordinating employees' work schedules and answering telephones. Having worked as an Administrative Assistant for three years, I am very knowledgeable of office administration procedures and operating business machines. My computer skills include extensive experience in using Microsoft Word, Excel, and PowerPoint.

As you review my resume, I hope that I have been able to convey that I have the qualifications to make a valuable contribution to Beach Transportation. I welcome an opportunity to learn more about the Human Resources Assistant position and to discuss my qualifications with you in an interview. I can be contacted at (562) 985-4151 or at [anita.jobs@student.csulb.edu](mailto:anita.jobs@student.csulb.edu). Thank you for your time.

Sincerely,

Anita Jobs