Isabella Jones  
400 Garden Ave  
Orlando, FL 32805, USA  
phone: (000) 4444-555  
E-Mail: Belli.Jones@outlook.com

July 25th, 20XX

Engineering & Machine Company  
James Robinson  
200 Southfield Building B  
Orlando, FL 32805

Dear Mr. Robinson,

I have read your job advertisement from July 18th 20XX on the website www.jobs.com with great interest. After our friendly telephone conversation today, I am applying to you for the job of management assistant.

The positive image of your company arouses the desire to revitalize your management through motivation and fresh impetus. After seven years of professional experience as an important part of the management in various industrial sectors, I am looking forward to a new responsible task.

I see an open-minded approach to customers and business partners, complemented by the necessary negotiating skills, as the basis for the company's success. My strengths lie, above all, in my ability to manage tasks systematically and rationally, even under enormous deadline pressure.

I would be happy if I could convince you of my further skills in a personal meeting.

Yours sincerely,  
  
  
  
Isabella Jones