

RÉSUMÉ WORLD INC.

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Attention: Office Manager

In today's uncertain economy it is important for a company to streamline its operations and function cost-effectively while simultaneously maintaining a high degree of efficiency, productivity, and reliability. With this in mind, I can offer your company expertise in general office support involving word processing and desktop publishing on a freelance basis, on or off-site, at a competitive rate.

Rather than incurring the expense of employee benefit costs or agency fees when you require temporary office support, consider the advantages of enlisting a **freelance office professional** such as myself to meet your deadlines and function effectively as part of your team.

With over fifteen years of experience ranging from general administration to executive secretarial functions, I can offer your organization a wide range of computer and office skills, as well as editing and proofreading services for special reports, proposals, projects, and word processing assignments.

Specializing in word processing and desktop publishing, I am proficient in Windows environment using both PC and Macintosh platforms. I am also able to adapt quickly to new computer technology. My software proficiencies include:

- WordPerfect for Windows and Macintosh
- Microsoft Word/Works
- QuarkXPress, CorelDraw and PowerPoint (Desktop Publishing)
- GroupWise, Microsoft Outlook (E-Mail)
- Various Graphics and Multi-Media applications

I am committed to providing exceptional service at competitive rates, and believe strongly in good work ethics, professionalism, courtesy, punctuality, and teamwork to get the job done. ***My ultimate responsibility is to my clients.***

I would be pleased to have you as a satisfied client, and would be happy to meet with you to discuss how my services can be of benefit to your company.

Sincerely,

Résumé World Inc.

Résumé Writing, Job Search or Résumé Posting services visit our web site at www.resumeworldinc.com or simply give us a call today.

LOCATIONS

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