

# 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](http://www.resumeworldinc.com) or simply give us a call today.

## LOCATIONS

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