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Business Administration | Human Resources | North American Business Management

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Aon Hewitt
Administrative & Support Services Department
401 West Georgia Street, Suite 1200
Vancouver, B.C. V6B 5A1

Re: Application for Administrative Assistant position at Aon (part-time job)

Dear Hiring Manager,

I was a client of your company in Brazil, and I had the opportunity to see how AON works with quality delivery and commitment with its clients. Now, I decided to write to you about the job posted at AON webpage, the Administrative Assistant position at Administrative & Support Services Department.

As a post baccalaureate student at Capilano University I have the opportunity to be more knowledge in North American business and I am working to improve some skills, like: teamwork, communication and presentation, prioritization of tasks, time management, and computer skills. With these skills, combined with my work experiences as a Human Resources person, I believe I can add value to your team.

I would like to emphasize that my abilities on organization of schedules, on making follow-ups and controlling processes from the beginning to the end, and my good relationship with other employees brought me the chance to become a leader in my last position in a big organization.

Therefore, I believe I can fit the position reported and I would appreciate to have the opportunity to meet with you in person for an interview. Also, I kindly ask you to expend some time to review my resume.

Yours Sincerely,

Talita V.

Talita Valadão Fernandes

Encl.: Resume