

COVER LETTER

Laura E. Richardson
SSN: 222-22-2222
Cell: 703-555-8888; Home: 703-123-4567

July 8, 2003

Federal Energy Regulatory Commission
ATTN: Sylvia Stein
Human Resources Division
888 First Street, NE, Room 41-04
Washington, D. C. 20426

Re: DEU-03-013A

Dear Ms. Stein:

Enclosed is my federal resume, responses to ranking factors, and SF-50 for your consideration relative to the above referenced announcement for a Legal Clerk. I would like to be considered at the GS-986-04 level.

I have extensive experience providing administrative office support and performing the duties and responsibilities of the target position. I have:

- * Produced a wide variety of written documents utilizing a personal computer
- * Used varied and advanced functions of several different office automation software, specifically the full range of MS Office Professional, which I have on my own personal computer at home
- * Reviewed documents and data to be maintained in a system of records, and
- * Responded to inquiries from customers outside the office.

I am currently enrolled as a sophomore at George Mason University, and plan to continue towards a bachelor's degree. I have successfully balanced work and school and find that my work experience enhances the learning process; likewise, what I learn in school I am able to apply to my work responsibilities. I hope to join an organization that offers the potential for me to contribute in creative and substantive ways to accomplishing your mission, and also complements my professional and educational growth.

I have demonstrated progressive responsibilities in administrative support, and have progressed to the position of Information Specialist II with Vistronix, Inc., working on a contract for the Department of Justice. Additionally, I have been recognized at the Department of Transportation with a Cash Award for superior performance during my summer internship in August 2001. I offer solid experience in customer service and administrative office support to become a significant asset for your organization.

Thank you for considering me; I look forward to hearing from you.

Sincerely,

Laura E. Richardson