

1312 Open Road Lane
Schenectady, New York 12305
June 21, 2004

Mr. William Hines
Personnel Administrator
Division of Personnel
Department of Motor Vehicles
6235 Swan Street
Albany, New York 12229

Dear Mr. Hines:

I would like to apply for the position of Secretary 1 (posting #32214) within the Bureau of Financial Administration. I am currently a Keyboard Specialist 2 and meet the qualifications for transfer via Section 70.1 of the Civil Service Law. A copy of my resume is enclosed detailing my work history and experience.

I have over five years experience as a Keyboard Specialist 2 and three of those years I worked in the Budget Office of my current agency. I am used to a fast paced office and enjoy working as a part of a team. I am an experienced user of a variety of computer software that helps me to be very efficient in my job.

If you have any questions regarding my work history and experience, please do not hesitate to call. I look forward to hearing from you regarding an interview.

Sincerely,

Mary J. Jones