Jeff Thurston

800 Rosewood Court

Brookfield, WI 53005

November 19, 2012

Bruce Tomashaski

Kohl’s Corporation

N56 W17000 Ridgewood Drive

Menomonee Falls, WI 53051

Dear Mr. Tomashaski:

Administrative Assistant-Information Systems

My responsibilities include the coordination of calendar and correspondence, and all the scheduling and maintenance of calendar on lotus notes. I also have to ensure timely and appropriate response to incoming mail and emails. Paying close attention to small details and always being organized really helps me with these responsibilities. I can work independently on any project and complete it to its best extent. My excellent time management skills will help with all the organization projects I will need to do.

Throughout the years, experience has and will help me with all the departments at this corporation. I can work well with teams and on my own. My knowledge of all Microsoft Office applications will help with the tasks needed for this career. I am a problem solver and am able to enlist others support to get things done.

Thank you for your consideration,

Jeff Thurston

Enclosure