

NAME
Address
City/State/Zip
(xxx) xxx-xxxx
email@email.com

Vacancy Announcement:
Position Title:

KSA Response

1. Ability to communicate effectively in writing.

Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

When I was first employed with ABC Inc. as a contracted temporary Administrative Assistant, I was continually applying sharp written communication skills as a routine part of my job. In this capacity, I successfully drafted, edited and produced diverse written materials ranging from marketing collateral, including brochures, flyers and postcards, through business correspondence, promotional communications and memorandum. Additionally, I maintained a detailed database of information.

More recently, while working with the XYZ Agency, I am responsible for developing and managing complex and technical written information. For example, I am routinely compiling, developing and managing hospital directory information systems as well as creating and maintaining documentation with physician information. Additionally, I've performed a high-volume of data entry using message pad software to develop caller files, requiring a high level of accuracy. Strong written communication skills are also needed in creating detailed work orders for the organization's maintenance department. I further apply my written communication skills toward conducting thorough reviews of complex critical care and respiratory care data sheets for quality assurance.