

Nga Chau

215-917-2285 | ngachau89@gmail.com | Philadelphia, PA

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Cora Services Inc
8540 Verree Rd,
Philadelphia, PA 19111

Dear Hiring Manager:

During my time at Elwyn, a nonprofit organization, I did various tasks to support the organization—updated and maintained confidential information in CMHC database and State HCSIS (Home and Community Services Information System). I collaborated with service coordinators to resolve database discrepancies and errors, processed service request forms and performed clerical and technical duties as necessary.

Due to the diverse nature of my background, the many key components for the Department Assistant position are a great match for me. I would welcome the opportunity to discuss this role in further detail, and I look forward to hearing from you.

Per your request, my salary requirements are negotiable and depend on the total compensation package, including benefits. I'm sure we can come to a number that we both agree on, but I'd prefer to discuss it a little later. First, I want to make sure that the open role is a good fit for me and that I'm a good fit for the organization.

Sincerely,

Nga Chau