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To Whom It May Concern:

I am sending this letter to express my interest in the position of Intake Specialist at CORA Services.

I have a passion for philanthropy, and a firm believer that the youths of today are the leaders of tomorrow. Sometimes we lose our way, so it is important to have someone there to provide guidance and resources during the turbulent times in our lives. In my younger years - together with non-profit organizations - we bridged the gaps between the youths, adults, and the leaders of the community. During my recent years, we are bridging the gaps between the community and the City of Philadelphia. My time working with non-profit organizations are the most fulfilling in my life.

With an accumulation of 9 years of experience in face to face customer/client interactions, 8 years of space, information, and resource coordination, 6 years of experience in suggestive sales and retention, 8 years of experience in customer service, and 5 years of experience in administrative assistance, I believe that I am qualified for this position within the organization.

I have the ability to work independently or within a team. I am also open to guidance in order to optimize my skills and to further develop my experience in a professional setting. Please feel free to contact me any time if you have questions or concerns.

Thank you for your consideration.

Welmanee Anna Phuangmala