

Dear CORA Services Representative,

After working in higher education for the past 12 years, I'm now looking for a change of scenery and a chance to assist a new population closer to home. I believe that my passion for organization, web design, and communication—as well as my ability to get along with many different types of people—make me an ideal candidate for the Department Assistant position at CORA.

As a candidate, here's what I could immediately bring to the table:

Organization: In my role as an Applicant Services Associate at Drexel University Online, I managed approximately 500 applications at a time, keeping accurate records of supporting documents through data entry, virtual filing, and exception reporting.

Web Editing: In my current role as Website Producer at Drexel University Online, I create and maintain web pages for 150+ academic programs on our marketing website, including developing and implementing content and design strategies to ensure a uniform look across all pages.

Copyediting/Proofreading: As a lifelong writer, one of my greatest strengths is communicating effectively. I'm especially skilled at condensing information into its most basic parts, and then presenting them in the simplest way possible.

I look forward to contributing these skills and experiences to the Department Assistant position at CORA and hope to have the opportunity to speak with you further about how I can be an asset to your team.

Sincerely,

Lynn Almengor