

KENISHA PINCKNEY

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Dear Hiring Director:

The part-time, Department Assistant, posting via Indeed.com, caught my eye because of Cora Services' outstanding mission to provide a full-service platform, demonstrating standards that result in client satisfaction. I continue to be interested in an organization that offers potential employees the opportunity to expand and grow within the company.

I can offer you seven years of experience delivering outstanding customer service and administration projects for top Fortune 500 companies. Cora Services could benefit from a candidate that pays attention to detail; works well under pressure and that is willing to bring a different level of creativity to the workplace. I am ready to leverage my education and leadership abilities to learn, and to do whatever it takes to make a significant contribution to your company.

Thank you for your time and consideration in reviewing my application and enclosed resume. You should expect a follow-up within a week of receiving this application. I assure you that my enthusiasm and core belief in people would be an asset to your team.

Sincerely,

Kenisha Pinckney