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Dear CORA Management and hiring team,

I am excited by the opportunity of your consideration for the part-time Department Assistant position currently available at your organization.

As you will see by my attached resume, I am looking to return to the workforce after choosing to leave for several years to care for my special needs son. Although I have been away from the corporate setting for some time, I feel that I can offer a great deal to the CORA community. I am competent in all current technologies, programs, and operating systems, including (but not limited to) Microsoft Office: Word, Excel, etc, as well as having past experience with in-house accounting software, QuickBooks, and data entry. I am confident with all computer technology, as well as an adaptable, quick learner.

I know that some employers are often reluctant to offer positions to those who have been out of the corporate workforce for some years, but I hope you will consider the benefits of employing me. I assure you that during this time, I have worked many volunteer positions, completed over fifty undergraduate credit hours, and ran a successful home daycare specializing in care for children with special needs, specifically on the Autism Spectrum. I can assure you that my positive approach to work, life, and personal goals will make me a great match for your company.

I would sincerely appreciate the opportunity to discuss my resume further if you would consider me for this position. I can be contacted at anytime with the information listed above to arrange an interview time.

Thank you,

Melissa Vance