

Dear Hiring Manager,

I am highly interested in a position with cora services. I came across the part time department assistant position. I work well with other and I pay attention to detail. In past work positions I've learned a lot in the human resource department when it came to filing and organizing. I'm know microsoft office very well and can be tech savvy when learning a new software. Overall this organization stood out to me, and anything I can do to help the youth I would be honored to be part of. Thank you and I hope to hear back soon.

Sincerely,

Najah Dingle