

Dear Hiring Manager,

During my time at Elwyn, I was part of the data governance team—supporting and maintaining confidential information in CMHC database and State HCSIS(Home and Community Services Information System) and processing service request documentation. I proactively worked with service coordinators to resolve database discrepancies and errors to maintain the highest standard of accuracy. Due to my experience with clerical support, client records management, and web based applications over the years at various organizations—this position could be a good fit for me.

My salary requirement is flexible based on the compensation package and is in the \$35,000 – \$45,000 range.

I would welcome the opportunity to discuss this role in further detail, and I look forward to hearing from you.

Sincerely,
Nga Chau