

Good afternoon,

My name is Kerri Lyn Mooney and I am contacting you to express my interest in the evening receptionist position I found listed on [indeed.com](https://www.indeed.com). I am a lifelong Philadelphia resident and, after reading through your website and the contributions you make to the people of this city, I concluded that it would be a privilege to be working with CORA to help my fellow Philadelphians.

My ample time spent working as an office assistant and receptionist has given me the knowledge and skill to fill the administrative aspects of this role, such as managing and prioritizing my time well, multitasking, and communicating effectively. On the other hand, my heavy experience in customer service has made me a quick thinker and problem solver, so I'm always on my toes and ready to solve any problems that might arise during the work day. My time spent working in shipping and receiving for Apple and in returns for RevZilla has strengthened my attention to detail and has taught me how vital time management and working gracefully with your team are to getting a job done well in any work setting.

I'm confident that my qualifications, my desire to learn, my outstanding work ethic, and my keen interest in providing a positive experience to any and all clients allow me to become an active and productive member of your team.

Thank you for taking the time to review my resume. I welcome the opportunity to discuss with you my qualifications for this position. I can be reached by phone at [\(267\) 325-8779](tel:2673258779) or by email at kerrilyn.mooney@gmail.com.

Thank you very much for your consideration.

Kerri Lyn Mooney