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Cora Services
8540 Verree Road
Philadelphia, PA 19111

Dear Sir or Madam:

I would like to apply for the Evening Receptionist Part-time position I have seen posted on indeed.com with Cora Services, my resume is enclosed for your consideration.

I am a freshman this fall at Temple University, College of Science and Technology. I am pursuing my Bachelors of Arts degree in Biology. I am interested in serving meaningful work making a difference in the lives of others.

I have experience in healthcare and a genuine passion to help the people I can. I had been given the opportunity to work with a wonderful autistic patient through Aurora Home Care as a Home Care Aide; providing the patient with focused care and support in their daily activities and encourage growth in independent living.

I have receptionist experience working in a suburban nail and hair salon. My experience in customer service had also granted me improvement of being responsible, professional and organized. I certainly have empathy and acquire exceptional interpersonal skills and technical capabilities.

Please review my resume for additional details regarding any information needed for the Evening Receptionist-Part time position. For any discussions or any additional information you need, please contact me at (267) 247-6651.

Thank You for your time and consideration.

Sincerely,
Van Nguyen