

Cora Services
8540 Verree Road
Philadelphia, PA 19111
Attn: Lisa Radecke, Director of Human Resources

October 28, 2018

Dear Ms. Radecke,

I am writing to express my interest in the Evening Receptionist position. I believe that my calm presence, professionalism, communication and technological skills will make me an ideal fit for the position.

I have several years of experience providing outstanding customer service in a busy setting handling multiple phone lines and a large professional staff. I can therefore handle the bustling environment in an organization such as yours. In my past position, I answered 100 calls per day, answered calls about the company, and its' services.

I have experience with a variety of software programs such as Microsoft office. I also have experience with the internet, Google Docs, and Google Drive.

My background and experience will make me an excellent candidate for this position. Thank you for your consideration. I look forward to hearing from you to arrange a time to speak in person.

Thank you,

Tammy L. Jordan