

CHANAIAH MAXWELL

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Dear Hiring Manager,

I am writing in response to your job posting seeking a Receptionist to join CORA Services' team. My attention to detail and personable attitude makes me a great candidate for this position. I am a resourceful problem solver, who is able to work in fast-paced environments, whether in a team setting, or individually. I have experience as an HR Assistant and Recruiting Administrative Assistant in the behavioral healthcare field at my previous place of employment.

In addition, I have worked in customer service positions for over seven years, which has allowed me to service many individuals of diverse backgrounds and personalities. While working a part-time job, managing a Division I Sport's team, and completing my studies at Syracuse University, I learned the importance of taking ownership of tasks, time management, meeting demands and goals, and working efficiently, both with peers and independently.

Please take a moment to review my attached resume. I believe that I possess the qualities that you are looking for in a Receptionist and I look forward to hearing from you soon. Thank you so much for your time and consideration.

Sincerely,

Chanaiah Maxwell