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October 31, 2018

Hiring Manager
CORA Services
8540 Verree Road
Philadelphia, PA 19111

Dear Hiring Manager:

I'm writing to express my interest in the part-time evening Receptionist position advertised on *Indeed.com*.

I possess excellent customer service skills which were developed through various positions I've held in the field of human resources. I've been the point-of-contact for job applicants to discuss qualifications. In addition, I've participated in various job fairs to represent my employer, which requires excellent customer service skills, as well as interpersonal skills. My work experience has resulted in my development of strong organizational, multi-tasking, and problem solving skills. In regards to my computer skills, I have experience with Microsoft Word, Excel, and PowerPoint.

I believe I am a good candidate for this position due to my skills and my compassion for people.

I would be an excellent team member who would work diligently in upholding the mission of CORA Services.

Please feel free to contact me to schedule an interview to further discuss my credentials in relation to the position.

Thank you for your time and consideration.

Sincerely,

Lisa Spruill