

To Whom It May Concern,

I am currently seeking to transition into a new career after working as a teacher for the past few years. I have a passion for helping others and a penchant for anticipating needs which I believe will be of much benefit in the position of Department Assistant.

As a teacher, I had to collect and maintain data via student scores and other information, organized supplies in my classroom, and wrote correspondences to fellow staff members and parents. I've also worked as an office assistant throughout my high school and college careers and I'm proficient in both Microsoft Office and GSuite.

I'm a quick learner, I'm very personable and I'm a hard worker. I'd love to further discuss my qualifications and why you should hire me at your earliest convenience.

Thank you!

Kaia Turner