

KETURAH HONORE

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Dear Human Resource Manager,

My name is Keturah Honore. When learning about CORA Services, it is clear that providing services in an efficient, helpful and friendly environment is prioritized above all else. CORA's mission and values what piqued my interest in applying for a position as an Evening Receptionist. I am confident that I possess the necessary skills that are needed be a valuable asset to this community.

I realize that you are looking for an effective communicator with strong organization, multi-tasking and interpersonal skills. As an independent caregiver I provided services for patients with a wide variety of disabilities and life situations. Effective caring for patients is a collaborative effort at heart and as a result, my communication skills have also been tested and strengthened. I have sometimes been required to accompany a patient to doctor appointments and other events of that nature. This often required listening to the information given to me at the appointment and being able to correctly relay the information to a family member or parent.

I'm very confident that the skills highlighted above along with my attached resume will reflect that I am a great fit for this position as well as a strong asset to CORA Services. I would greatly welcome the chance to speak in person regarding the position in an interview scheduled at your convenience. Thank you for taking the time to review my application and I look forward to hearing from you in the near future.