

# Briannaterez Ralph

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Hiring Manager  
TBD

Dear Hiring Manager,

Thank you for the opportunity to apply for the Receptionist/Administrative Assistant role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an adaptable college student (Bachelor of Arts in Applied Psychology) currently attending Ashford University. During the course of my academic career, I also managed to accrue nearly 10 years of work experience. I had the privilege of working for Public Partnerships in a Home Health Aide role in my free time, where I learned valuable professional skills such as confidential correspondence, customer service, data entry, and answering phones. In both my academic and professional life, I have been consistently praised as hard-working by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven organizational, multitasking, and communication skills, which I hope to leverage into the Receptionist/Administrative Assistant role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (215) 667-0369 or via email at [briannaterez.ralph@yahoo.com](mailto:briannaterez.ralph@yahoo.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Briannaterez Ralph