

Sarah L. Duncan

Dear Hiring Manager,

Thank you for the opportunity to apply for this role. After reviewing the job description, I am confident that I have the necessary skills to successfully do the job and perform above expectations.

I am a recent graduate (3.0 GPA, Associate of Arts) of Community College of Philadelphia. During the course of my academic career, I also accrued more than four years of work experience. Throughout my academic and professional career, I have expanded key professional skills such as:

- experience working in a retail, office, call center and club/bar setting
- customer/patient and provider relations
- Microsoft Office Suite and various systems such as Salesforce and CRM
- ability to manage daily tasks and requests
- account management
- experience handling sensitive information such as benefits, finance and medical claims

In both my academic and professional background, I have been acknowledged as detail-oriented by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven analytical, organizational, and research skills, which I hope to leverage into this position.

After reviewing my resume, I hope you will agree that I am a competent and competitive candidate hoping to start work as soon as possible. I look forward to elaborating on how my specific skills and abilities will benefit this department. Please contact me at (215) 510-2143 or via email at duncansarahlouise@gmail.com to arrange for a convenient meeting/discussion time.

Thank you for your consideration.

Sincerely,
Sarah-Louise Duncan