

To whom this may concern,

Please accept my enclosed application to join your team. Having read through your job description, I am ecstatic to be applying for this position. At my previous job, I was a valued manager and associate. I have set many trends based off my leadership qualities.

I am dedicated to assisting customers in their cares and needs. I believe that each customer or client deserves respect, confidentiality, and personal advocacy. I understand that the job I am applying for requires those attributes. I know I would make a wonderful addition to your department. Aside from that, I am a passionate person who puts my all in everything that I do , whether it be something as simple as filling paperwork too something more complex such as organizing a meeting for a specific group of people.

Below will be my contact information. Thank you so much for allowing me the opportunity to meet you and your team. Please contact me at anytime with any questions or concerns. I look forward to hearing from you!

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