
CORA SERVICES

January 28, 2019

CORA Services
8540 Verree Road
Philadelphia, PA 19111

Dear Hiring Manager,

I am writing in response to the posting on your company website for the position of Department Assistant for your Early Intervention Program (EI/TIP). I have a diverse background working in positions that require connecting individuals with needed services and with coordinating and organizing information on an agency level.

My ability to multi-task has helped me to maximize my efficiency in all of my prior positions. I am able to be self-motivated and work individually as well as to work well within a team.

Please see my attached resume for additional information regarding my background. I would bring energy, focus, and commitment to this position and work to help support the Early Intervention Program to the best of my ability.

Thank you in advance for your time and consideration.

Sincerely,



Meghann Chiappa