

Wanda Ivette Cruz

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Dear Hiring Manager:

This letter is to express my interest in discussing the Administrative Assistant posted on the Cora Service's website. The opportunity presented in this listing is very appealing, and I believe that my experience and education will make me a competitive candidate for this position.

The key strengths that I possess for success in this position include, but are not limited to, the following:

- Bilingual - Fluent Spanish and English
- Strong work ethics.
- Strive for continued excellence.
- Strong communication skills.
- I am a self-starter.
- Eager to learn new things.

You specify that you are looking for someone with strong administration skills and customer service, which I have more than seven years of experience and community base knowledge. I have a desire to continue to give my services in assisting the community that I've lived in for years. I have a certification in Behavioral Health and Human Services. In addition, I am actively enrolled as a student at Alvernia University majoring in Social Work. My short-term goal is to receive my BSW within a 1 ½ year and to immediately go towards MSW. My long-term goal is to serve my community and become an advocate for the voices that are not being heard.

My maturity, practical experience, and eagerness to enter the Administration Assistant position will make me an excellent candidate. I would love to begin my career with your company, and am confident that I would be a beneficial addition to your organization.

I have enclosed my resume, and would appreciate the opportunity to meet with you for an interview to further discuss my job qualifications for this position.

Thank you so much for your time and consideration.

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