

Natalie Rose Amparo

4947 N. Fairhill St
Philadelphia, PA 19120

February 25th, 2019

Lisa Radecke
Cora Service Inc.
8540 Verree Rd.
Philadelphia, PA 19111

Dear Lisa Radecke:

Please accept this letter as an expression of interest in the open Administrative Assistant (ECE) position at your facility. I believe I would be a good fit for this position, as well as an asset to your team. I attend Colorado Christian University's online program; with a 4.0 GPA, and a total of 66 credits towards a Bachelor's degree in Business Administration.

I am the sole Administrative Assistant for Olney Christian School. While Administrative Assistant is my title, my responsibilities are not always limited to my job description. I take every single responsibility seriously. In many different situations, I have had the pleasure to work with several different employees of Cora Services, all of which are excellent team members. They have also mentioned how much they love to work there.

In my position, I take pride in being the support for the team, whether it be with their questions and concerns or directing them to the appropriate person. That is another reason why I am drawn to apply to Cora. It is evident to me, via your employees, that Cora encourages them to embrace and carry out their vision that every person is valuable. As someone who believes that an efficient team determines the work environment, I, too, agree that every person is important and every role is crucial to the success and overall satisfaction of the people we serve.

Thank you for your time and consideration in the review of my resume. I look forward to hearing from you.

Natalie R. Amparo
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