

## *COURTNEY ROBERTS*

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Cora Services, Inc.

I am excited to learn of the available position of Administrative Assistant and I would like to be considered for this position.

Throughout my career, I have maintained the highest performance standards within a diverse range of professional functions. This includes project coordination, administrative duties and various other roles and responsibilities. My strongest attributes would be integrity, building relationships and communicating with others. I am confident that I have both the aptitude and skills to serve as a valuable member of your team.

In all of the previous positions I have held, I have approached them as opportunities for career advancement and discovery. I would welcome an opportunity to discuss my qualifications and candidacy in further detail. Thank you for your time and consideration.

Yours sincerely,

Courtney Roberts