

Lori Weimar

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Cora Services

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Hello.

I am writing to apply for the position of Administrative Assistant – Early Childhood Education. I am confident my skills are well aligned with the role and I would be an excellent fit for your organization.

I have worked in the field of early childhood education for over 10 years. My organizational, communication and time management skills as well as my ability to work on a team combined with my experience with Microsoft Word, email and social media are a perfect match for this position. I am a fast learner and feel that any skill that I am not yet proficient in, I can learn quickly.

I believe that my experiences and track record make me an excellent fit for this opportunity. I have enclosed my resume for your consideration. Please feel free to contact me via phone or email at a time of your convenience to discuss my background as well as requirements for this role.

Sincerely,

Lori Weimar

(215)837-6497

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