Amelia Hartman

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12th March, 2019

Hiring Manager
CORA Services
Philadelphia, PA

Dear Hiring Manager,

     I am interested in the opening with CORA Services for the position of Administrative Assistant as publicized on your website. As a front office representative I have the exceptional interpersonal skills to ensure that your clients have the most personable and pleasant experience when working with CORA, making me an ideal candidate to be your new Administrative Assistant.

As a receptionist at Barre3 Newtown, a fitness studio, I possess the outstanding communication skills needed to establish and maintain strong customer relationships. I know that with my remarkable attention to detail and enthusiasm for a positive client experience I can be an adantageous addition to the CORA team. I am experienced in Microsoft Office, MindBody Business Management, and I am proficient in learning new software skills. In addition to administrative and customer service work I am also an established Irish Dance instructor and choreographer with the Nicholl School of Irish Dance. I work cooperatively with the owner to plan, produce, and manage various public performances, competitions, recitals, and fundraisers. After seventeen years of involvement with the Nicholl School I am immensely proud of the relationships I have formed with both my dancers and their families. I find myself most fulfilled when I see in others the impacts of my efforts; an attribute that I know will help me to excel in the CORA work environment.

I am confident that my experience in administration and my exceptional communication and interpersonal skills qualify me for consideration as your Administrative Assistant. Please find included my resume and feel free to contact me via (215) 431-3100 or hartmanamelia@gmail.com to arrange a time to meet. I look forward to hearing from you and thank you for your consideration.

Sincerely,

Amelia Hartman