

CORA Services Inc.  
8540 Verree Rd  
Philadelphia, PA 19111

To Whom it May Concern,

I have always enjoyed finding ways to channel my organization and planning skills in professional settings. As a current Event and Rental Coordinator at Arch Street Meeting House, I was thrilled to see a post for an Administrative Assistant position with CORA Services Inc. In my current position, I have developed and enhanced my abilities to remain calm during high points in the day, to stay organized, and to manage my time well. Having had many opportunities to demonstrate my leadership abilities, I know I possess the skills essential to the position for which you are seeking placement.

Through my work as an Event and Rental Coordinator at Arch Street Meeting House, I have strengthened my skills in management, professionalism, and working independently. Recently, I was able to produce and distribute marketing materials for the Arch Street Rentals at the largest Bridal Expo in PA and NJ, the Pennsylvania Bridal & Wedding Expo. It was through this position that I worked closely with staff to manage events, staffing, set-up timelines, contracts, and invoices. Arch Street has provided the platform I needed to hone in on my desire to connect clients with customer services, and the opportunities to connect with many people in our local PA communities.

I am also currently working as a Museum Assistant at the Wells Fargo History Museum. Several of my responsibilities include contacting scheduled groups for pre/post evaluations, customer service duties, setting up and attending events, and creating and conducting visitor surveys. At the Museum of the American Revolution, I held positions as a Program Facilitator and Guest Services Associate. As a Program Facilitator, I lead student groups, 4<sup>th</sup> through 12<sup>th</sup> grade, through the history of the Revolution by incorporating engaging and interactive discussions into their tours. As a Guest Services Associate, ensuring guests have well-rounded and positive experiences was just one of my many responsibilities. Problem-solving and customer service duties were vital to both positions at the Museum of the American Revolution. Having the opportunity assist the Clerical Services administrative staff to work with staff to maintain an organized, collaborative, and engaging work place, would be a task I would enjoy, and would carry out successfully.

I am very excited about the possibility of working at CORA Services Inc. I would appreciate the opportunity to meet with you to discuss my credentials. I am available for an interview at your convenience. Thank you for your time and consideration.

Sincerely,  
Tarra Raspanti