

To Whom it may Concern:

I have enclosed my resume to facilitate your consideration of my employment candidacy. I believe I have excellent credentials for this position, and would welcome your interest in my candidacy. I hold a Bachelor's degree in sociology from the University of California-Riverside, and have nearly 5 year of customer service experience. This includes working as a receptionist for Park America where, I answered incoming calls, received messages and directed incoming guest. I have successfully managed to excel in my last customer service related job, establishing an excellent track record in communication and leadership. Along with being proficient in communication I also possess excellent typing and computer skills. I enjoy a solid reputation for delivering cost-effective, timely and highest-quality employment results. Should you feel that I could contribute added value to your organization, I would appreciate if you would call me at 951-772-9094. I would welcome the opportunity to discuss career prospects with your organization. Thank you for your consideration, and I look forward to your reply.

Sincerely,

Latisha Robertson