Dear,,

Human Resource Representative

I would like to contribute to your organization in an Administrative capacity utilizing expertise in account management, relationship development, member benefits, client consultation /education, data entry and project coordinator. The attached resume will provide you with my professional and educational background. Selected career highlights include:

Prioritizing and completing multiple assignments within strict budgetary /time restrictions and customer/corporate specifications.

Identifying, troubleshooting and resolving diverse account concerns, and delivering individualized service to build a loyal client base in a highly competitive industry.

Earning ongoing corporate recognition, bonuses, and customer commendation for exceeding all performance expectations and maintaining high internal/external/ customer service standards.

I know that my track record of dramatically improving office efficiency, increasing network contributions, enhancing service, and building cohesive teams, will allow me to make immediate contributions to your company.

At your convenience, I would appreciate the opportunity to meet with you to further discuss your growth objectives and abilities to help you achieve them. Thank you for your time and consideration of my resume. I hope you can arrange a convenient time for an interview.

Sincerely,

Tamika Williams