

Anthony Gerdes

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Hiring Manager, Castle Rock Government
TOWN OF CASTLE ROCK Careers and Employment
100 North Wilcox St
Castle Rock, Colorado, 80104

Dear Hiring Manager,

As a longtime Castle Rock resident and customer, I'm excited to be responding to your position posting for a Front Desk Manager at the Parks and Recreation Center. I'm particularly interested in the Castle Rock government, as it's an opportunity to give back to the place where I live, and serving the people is a passion of mine.

I have lived in Castle Rock since 2013, and I have grown to love this place in which I live. The government workers I have interacted with have always been incredibly helpful, and known exactly where to send me for any number of things that I have called asking about, whether it be full dog waste trash-bins, potholes, or event dates. Working in the government would be a highly fulfilling position for me as a Front Desk Manager, as I would have the exciting opportunity of ensuring that the government is clean and well polished, so that anyone coming to the building has the exquisite experiences that I have always had.

My main qualifications are as follows:

- High School graduate
- Well-practiced with written and verbal communication skills
- Strong curiosity, and a desire to grow and gain new skills
- Well-Practiced in Customer Services
- Excellent with computers and computer problem solving
- Passionate about helping others

In addition to my qualifications for this position, I believe that my problem solving capabilities, my flexibility, and ability to learn new things make me an excellent candidate for this position. I was provided the opportunity to learn these skills from Grandmaster Han Won Lee, during my 4 years of in a discipline-based martial art, earning my 1st-degree black belt, and a lifelong appreciation of hard work and perseverance. These attributes would make me a powerful asset to any team, and I want to be on your team.

Thank you for your time and consideration of my application process. Please don't hesitate to contact me if you have any questions regarding my experience, qualifications, or any of my attached documents. I look forward to hearing from you in the future.

Sincerely,

Anthony Gerdes