Vitas Healthcare

2201 Lucien Way Ste 100, Maitland, FL 32751

July 30th, 2018

Dear Hiring Manager,

I am excited to be submitting my application for the Executive Secretary position at Vitas Healthcare and was glad to see that your job requirements complement my skills and capabilities.

As a recent college graduate in Digital Media, I have worked on various team-based projects that have led me to acquire various interpersonal experiences and communication skills needed within a healthy work environment. These projects and courses have also led me to become technically proficient in digital documentation, file management, and online research methodologies. In addition, I am bilingual, adaptable, hardworking, and reliable which makes me a great fit for your team.

I look forward to meeting with you and discussing the details of this position.

Sincerely,

Cristhian A. Piraquive