

Derek Black

323 S State Street, IN 46140 · 317-460-3306 · derekblack94@yahoo.com

May 10, 2021

Hiring Manager
Eleven Fifty Academy

Dear Hiring Manager

Thank you for the opportunity to apply for the Learning Assistant role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as diligent by my co-workers and management. Over the course of my 12-year career, I've developed a skill set directly relevant to the Learning Assistant role you are hiring for, including relationship-focused, detail-oriented and customer service. Overall, I have consistently demonstrated service, problem-solving and communication abilities in every aspect of my lawn care technician role at Green Scene Lawn & Pest, and I invite you to review my achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (317) 460-3306 or via email at derekblack94@yahoo.com to arrange for a convenient meeting time. I had originally planned on applying after completing the web development 68 course that ended in January. Unfortunately, I needed a serious back surgery and time to recover before I could fully apply myself to the work.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

Derek Black