

# ELIZABET MEYER

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**Elizabet Meyer**  
Higganum, CT, USA  
860-990-1900

DEAR HIRING MANAGER,

Dear Hiring Manager,

I am writing to express my interest in exploring employment opportunities where I can contribute my growing technical skills, dedication to learning, and passion for technology and service. As a student at Vinal Technical High School, I've consistently earned High Honors while actively engaging in hands-on work, community involvement, and certifications that align with project management and IT support.

My experience as an After School Care Staff member has sharpened my communication, time management, and problem-solving skills in dynamic environments. Alongside my academic work, I have pursued certifications in Google Project Management, Agile methodologies, and IT fundamentals, which have built a solid foundation in both people-centered and tech-focused areas. Volunteering at events such as blood drives, career fairs, and technology support sessions at senior centers has further helped me develop a well-rounded, service-oriented mindset.

I am enthusiastic about opportunities where I can contribute, learn, and grow—especially in settings that value reliability, initiative, and a passion for improvement. I would welcome the chance to bring my energy, adaptability, and curiosity to your team.

Thank you for your time and consideration. I look forward to the opportunity to speak with you further.

Sincerely,

**Elizabet Meyer**