

Heather Archibald

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Erikson Living

Wind Crest

3235 Mill Vista Road

Highlands Ranch, CO 80129

Dear Ann Bellosso,

I believe I am a strong candidate for the Home Support Office Coordinator, Requisition ID R0006113.

I have raised a large family, assisted with my husband's company, attended online classes, worked full time at Mill Vista Providing Person Centered Care as a CNA, QMAP, and Restorative aide, while still maintaining a 3.7 GPA. I have the organizational skills, time management, and leadership required for this position. I believe I can help keep and maintain the high standards and organization skills that this position entails. With this in mind, I am eager to apply.

As you will see in my resume, my extensive background knowledge in different areas gives me a unique perspective and advantage. Past experiences have prepared me to adapt to different qualifications and individual needs. Moreover, being able to adapt to new technology or programs is one of my more vital attributes. I believe as I finish my bachelor's degree, it will transform me into a more adaptive employee. My amiable demeanor and profound love for those around me are what make me an enthusiastic leader. May we schedule a time to meet?

I look forward to hearing from you regarding this position.

Sincerely,

Heather Archibald

Enclosure