Dannielle Dennis

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Dear Hiring Committee:

I am writing in regard to your Client Relations Administrator position. I have a demonstrated history of working in the information technology, financial, and services industries. I came across your job posting, and was immediately interested in the position. I believe that I could provide a valuable service for your company, and that my abilities would suit the role you need filled perfectly.

I believe this for several reasons. Over the course of my career, I have proven myself to be a dependable source of income for the companies I have worked for. I am highly skilled in Client/Customer Relationships, Leadership, Claims Processing, Project Management, and Business Development. I have a natural ability to convey trustworthiness, and also possess strong persuasive abilities. As a result, I consistently surpass client satisfaction. This has been true across a range of different companies, in different markets, with different customer bases.

My skill base and ability to adapt and learn quickly makes me a particularly strong candidate for this job role.

I would love to have the opportunity to interview with your company, and explain my capabilities in more detail. I am certain that you are very busy, and would happily interview at your convenience. I can be reached at 816-805-8610. Thank you very much for your time and consideration.

Sincerely,

Dannielle Dennis