

Echo Parham

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Hiring Manager

Dear Hiring Manager,

I am writing to express my interest in opportunities where I can contribute my administrative, organizational, and customer service skills. My background includes experience in office administration, records management, and providing reliable support across departments. I have managed filing systems, coordinated communication through phone and email, and maintained confidentiality when handling sensitive information.

I am proficient with Microsoft Word, Outlook, and Google Workspace, and I am skilled in creating spreadsheets and databases to support tracking, reporting, and day-to-day operations. Strong attention to detail, time management, and communication have enabled me to meet deadlines, improve efficiency, and support positive customer experiences.

I take pride in being dependable, collaborative, and adaptable in dynamic environments. Currently pursuing a degree in Public Health at Western Governors University, I am committed to continuous learning and professional growth.

I would welcome the opportunity to bring these strengths to your organization and to contribute to its ongoing success. Thank you for considering my application.

Sincerely,

Echo Parham