

Logan Kreun  
4121 Quentin Ave  
Saint Louis Park, MN 55416

July 23, 2019  
College of Education and Human Development  
Burton Hall, 178 Pillsbury Dr SE  
Minneapolis, MN 55455

Dear Hiring Manager,

I am writing to apply for the Front Desk Worker position with the Child Development Center. I admire this program for its work to provide high quality care for children, especially for children of University students. Attending college with kids can prove to be difficult, and providing care for children through the department is an act of considerable assistance to students.

A Front Desk Worker must possess a strong collection of administrative skills, such as basic computer skills, working in customer service, and experience with phone communication. Through my previous experience with working as an administrative assistant, I have developed the necessary foundation for working administrative support. It has also led me to engage myself and work collaboratively with others in order to get work done, as well as assist clientele in any way I am able to. Through my major of computer science, I am continuing to develop my technical skills to improve the efficiency and effectiveness of working with technology.

As a Front Desk Worker, I would bring together my technical skills, collaboration skills, and my customer relationship skills to help the Child Development Center provide its high-quality care for children, and ultimately help to enhance the development of children and youth.

I look forward to the opportunity to discuss my experiences and aptness for this position. Thank you for your time and consideration. I can be reached at 612-999-3990 or via email at [kreun019@umn.edu](mailto:kreun019@umn.edu). I look forward to future correspondence.

Sincerely,

Logan Kreun