March 12, 2012

To Whom It May Concern:

My name is Lee Joiner and I am interested in the position opening of Receptionist.

I graduated from Portland Community College in June 2011. The schooling was top-notch and I believe that I received an educational experience that would surpass many. I am now ready to use those skills that I have learned in a professional setting.

As part of my education, I was able to achieve an internship at a quality family law firm in the greater Portland area. I excelled in the tasks that were assigned to me and worked well with the professionals at this law firm. The experience was immeasurable in the amount of information that I learned. For two months, I was able to be a volunteer at a company that assisted people with disabilities in obtaining social security benefits. I helped organize, manage, and market training workshops that teach people how to apply for benefits. This experience was very fulfilling in that it taught me more about the legal system and I was able to work with others in achieving their goals.

I believe I would be an ideal candidate for the position in which you are advertising for. First, I am a hard worker that puts 100% into any task that I am given. Second, I am honest, reliable, have the ability to work well with others, and am a quick learner. Last, but certainly not least, I enjoy working with the public and strive to perform the highest in client satisfaction. My passion is to help those in need.

Attached is my resume and references. I do hope you consider me as a candidate for this position. I look forward to hearing from you. Have a great day!

Sincerely,

Lee Joiner

Lee Joiner

*477 Sixth Street*

*Lake Oswego, OR 97034*

*(406)425-1158*

[*leejoiner@hotmail.com*](mailto:leejoiner@hotmail.com)

Experience

**VOLUNTEER COORDINATOR** Sept. 2011-Nov. 2011

Disability Benefits Training and Consulting, Portland, OR

* Duties: Coordinate a seminar for 75-100 people on how to apply for Social Security/Disability benefits. This includes researching a venue, coordinating the guest list and payments, setting up the event, e-mail correspondence, and marketing. Also, do clerical work as needed around the office.

**LEGAL ASSISTANT INTERN** April 2011-May2011

Stahancyk, Kent and Hook, Portland, OR and Vancouver, WA

* Duties: Drafting pleadings (Interrogatories and Requests for Production, Motion and Order to Show Cause, Affidavits, and Motion to Modify Parenting Time, etc), correspondence with clients, drafting enclosure letters, dictation, assisting the associate attorney with locating documents, e-mail, scanning, faxing, attending docket meetings, proofreading and editing.

**PATIENT ACCESS SPECIALIST/FRONT DESK** Feb- Dec. 2007

Oregon Health and Science University- Urology Department, Portland, OR

* Duties: Greet and check in pediatric and adult patients, verify insurance, process co-payments and account payments, schedule appointments and procedures, create information pamphlets, close cash drawer, confirmation calls, and other duties as needed.

Education

* Montana State University in Bozeman, MT (2004-2005)
* Portland Community College (2008- Present, Graduated in June, 2011 with an Associate’s Degree in Applied Sciences, Paralegal.
* Emphasized classes: Employment Law, Family Law, Interviewing and Investigation Techniques, Law Office Management, Legal Ethics, Legal Research, Litigation, Probate Practice, and Medical Terminology.

Computer and Office Skills

* Proficient in the use of many programs and applications, such as Microsoft Word, Outlook software, FileMaker Pro. Able to handle multiple phone lines, fax, and copy machines. Experiences with using cash registers and credit card machines.

Achievements

* Member of the U.S. Disabled Ski Team from 1998-2003 and the U.S. Paralympic Team in 2002. This included physical training, mental preparation, speaking with the media, and performing at highly competitive levels.

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REFERENCES

Mellani Calvin Owner and Program Director (Supervisor)

Company: Disability Benefits Training and Consulting

Address: 1336 E. Burnside Street

Portland, OR 97214

Phone: 503-888-2690

E-mail: [DisabilityBenefitsTraining@hevanet.com](mailto:DisabilityBenefitsTraining@hevanet.com)

Lisa Zimmerman Senior Legal Assistant (Intern Supervisor)

Company: Stahancyk, Kent and Hook

Address: Athena Plaza

808 S.W. 15th Ave.

Portland, OR 97205-1907

Phone: 503-222-9115

E-mail: [lisa@stahancyk.com](mailto:lisa@stahancyk.com)

Lora Skelton Lead Patient Access Resource Specialist (Former Supervisor)

Company: Oregon Health and Science University

Address: 3181 SW Sam Jackson Park. Rd., CDW6 Portland, OR 97239

Phone: 503-494-4808

E-mail: [skeltonl@ohsu.edu](mailto:skeltonl@ohsu.edu)