Dear Hiring Manager,

I am writing to express my interest in the position of Receptionist/Administrative Assistant at Yonge Street Mission. With 2 years of experience in office administration at IMark Digital Private Limited and 1.5 years in customer service at Saleways Departmental Store, along with a Bachelor's degree in Business Administration, I believe I am well-suited for this role.

YSM's mission to end chronic poverty aligns with my values, and I am eager to contribute to the transformative work they do. As a Receptionist/Administrative Assistant, I will create a welcoming atmosphere, manage the reception area, and provide information and support to community members, staff, and volunteers. My strong communication skills, problem-solving abilities, and attention to detail will enable me to excel in these responsibilities.

I am proficient in Microsoft Office applications and possess knowledge and experience with poverty and homelessness issues. Additionally, my commitment to YSM's principles of faith, mission, and values ensures that I will be a dedicated and compassionate team member. I am available to start immediately and look forward to the opportunity to contribute to YSM's mission.

Thank you for considering my application. I have attached my resume for your review, and I would welcome the chance to discuss how my qualifications align with the needs of Yonge Street Mission. I can be reached at 647-409-2741. Thank you for your time and consideration.

Sincerely,

Regina Shrestha

647-409-2741