

BRITTANY FUGATE

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Paula Lattanzi
Director of Human Resources
Diocese of Little Rock
2500 N. Tyler Street,
Little Rock, AR 72207

Dear Paula Lattanzi:

Upon learning about the Chancery and Archives Assistant posting with Diocese of Little Rock, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. Your ad called out to me because the position, as described, is such a perfect match with my skills, as you will see when you review my resume.

My relevant qualifications include my Bachelor of Arts in History with a Minor in Information Technology that I will receive in May. During my school holidays, I worked as a Summer Office Assistant for Potlatch Deltic. In this role, I was responsible for filing and scanning documents, type reports, and other clerical duties as needed. Here I refined my ability to work independently and organization skills. With these skills and qualifications, I believe I would be a great addition to your organization. Currently I work as an After-School Teacher at Episcopal Collegiate School. I have a well-rounded skill set in verbal communication and honed my skills in time management and the ability to work in diverse environments, making me an ideal fit for the Chancery and Archives Assistant position.

In 2019, I had the privilege of serving as Vice President of the Chi Omega Sorority at UA Little Rock. In this position I handled scholarship information. This position helped me improve my ability maintain confidentiality due to FERPA laws. This position also allowed me to work independently and have professional written skills when communicating.

I am excited at the prospect of bringing my talents to Diocese of Little Rock. I look forward to hearing from you, at your earliest convenience.

Thank you, in advance, for your consideration. Have a wonderful day.

Brittany Fugate