Caroline Bourgeois  
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I was so excited to see your post on LinkedIn because it’s exactly the type of job I’m looking for: an opportunity to bring my experience with communications, public relations, and enthusiasm for current events to a nationally and internationally known organization. With a strong background in office management, customer service, and team coordination, I am confident in my ability to contribute to your organization’s operational efficiency and success.

In my role as Dock Office Manager at Sail Newport, I honed my administrative and interpersonal skills by managing a diverse set of responsibilities. These included:

* Serving as the primary point of contact for customers and visitors, answering phone inquiries, scheduling lessons, and providing face-to-face customer service.
* Coordinating the schedules of sailing instructors, ensuring efficient lesson planning and operational effectiveness.
* Maintaining organized records of lesson participation, team hours, and customer preferences.
* Overseeing dock activities to uphold safety standards and provide an exceptional experience for customers and sailors.

These experiences sharpened my ability to prioritize tasks, communicate effectively, and maintain a calm, solutions-focused demeanor in fast-paced environments. I have excellent telephone communication skills as I am friendly and professional when speaking with all customers. My knowledge of Microsoft Office and Outlook allows me to respond to email inquiries promptly. I thrive in a fast-paced, high-intensity work environment where I can meet tight deadlines under pressure. My strong work ethic means that working overtime, nights, and weekends are no issue.

I would be honored to bring my dedication and skills to NBC News. I am excited about the opportunity to support your operations and contribute to your goals. Thank you for considering my application.